



**Work Assignment WA 0-01**

**PERFORMANCE WORK STATEMENT**

**Title:** Mobile Source Fees Tracking

**Contractor and Contract Number:** SRA: EP-C-16-012

**Work Assignment Number:** WA

**WA COR:** Lynn Sohacki  
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**CL COR:** Greg Piotrowski  
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## **I. BACKGROUND**

In order to ensure that certification fees for mobile source engines and vehicles are properly accounted for and that government service (i.e. certification) is not rendered until these fees are paid, EPA requires that a tracking system be maintained and operated for such fees. Contractors previously developed that tracking system and engaged in the tracking of fee payments. The fees tracking program and process is housed in EPA. EPA requires back up for entering fee payments, assistance in preparing reports that using the data in the fees database, and, for the fees system, maintenance and updating.

## **II. CONTRACT LEVEL PERFORMANCE WORK STATEMENT**

The tasks to be performed under this work assignment are consistent with the work authorized in sections D and E of the contract's performance work statement.

## **III. TASKS**

Security requirements for this project will be determined by the EPA WA COR. Reference the contract sections regarding the treatment of confidential business information (EPAAR 1552.235.71) (April 1984) and regarding access to confidential business information (EPAAR 1552.235-80) (Oct. 2000). If confidential information is accessed, the contractor shall protect from unauthorized disclosure all confidential information handled in the performance of this project in accordance with EPA policy and procedures relating to confidential information. The contractor shall maintain security and confidentiality of all EPA data, software, and code.

The automotive industry includes information on fee filing forms that may be considered to be CBI. The contractor and subcontractors under this work assignment (WA) require access to the fee filing forms. All of this data and information must be kept confidential and secure by the contractor.

The contractor and any subcontractors working on this WA must sign the EPA confidentiality agreement. EPA will limit all access to confidential information on a need-to-know basis. EPA defines all Agency information as sensitive. Even if the WA COR decides that no confidential information will be accessed on this WA, the contractor must ensure that all Agency information is safeguarded during the performance of this project in accordance with EPA information security policy and procedures. The contractor shall notify the WA COR of any employee who has left the project. This notification is necessary so that the WA COR can cancel the employee's access to all data sets related to this project. Failure to do so may be regarded as a breach of EPA security if the WA COR is not notified by the last day of employee's service.

**Task 1: Work Assignment Progress Report**

The contractor shall deliver monthly WA status reports which shall track the progress on each of the tasks/deliverables. The report shall include the information such as task and subtask names, hours spent, contact information, task start date and deadlines, deliverables, accomplishments, and work on hold status. Any changes to the report format will be via written technical direction from the WA COR.

**Task 2: Fees Tracking System Changes/Maintenance**

EPA has a fees-tracking process and system which is located in an EPA server in Ann Arbor, MI. For this Work Assignment, the contractor shall, upon receipt of written technical direction issued by the WA COR, maintain and/or update the fees tracking system. When changes need to be implemented to the fees system, the WA COR and the contractor shall coordinate with other EPA contractors. All data and deliverables are the property of EPA. This shall involve:

- Preparing updates to the system within 3 weeks of the WA COR's written technical direction
- Working with EPA's server contractor to implement the changes
- Preparing repairs to the system that prevent tracking of fees within one week of the WA COR's written technical direction
- Working with EPA's server contractor to implement the repairs
- Store all deployed program changes to the tracking system in the Verify repository.

**Task 3: Certification Fees Tracking**

Upon the WA COR's written technical direction, the contractor shall provide support to EPA staff. This shall be done by accessing EPA's server via a secure means. Upon receipt of the WA COR's written technical direction the contractor shall:

- Enter payments into the system, verify the payments, generate e-mail receipts, or other fee tracking responsibilities as instructed within 2 business days.
- Generate reports and analyses about fee payments.
- Update as appropriate the documentation of the fees system as system updates are made. Such documentation shall remain sufficient to enable EPA staff and others to understand the changes to the system.
- Assist and support any fees tracking audit activities. The support activities include fees annual audit reporting, recommending and implementing new fees tracking processes or procedures, verifying payments and reduced fees, etc. The contractor shall work with the WA COR on any of these activities.
- The contractor shall provide personnel who will remain on site at the Ann Arbor, EPA Lab to perform this task.

**Task 4: Data Entry**

Background: EPA conducts in-use testing in Ann Arbor on approximately 150 vehicles per year. Before vehicles are tested, appropriate vehicle information is currently entered by EPA into Verify. The vehicle is then tested by EPA and the test data is automatically entered by the lab into Verify for that vehicle. Once the test data has been entered, the appropriate emission standards must be entered manually into Verify and “pass” or “fail” checked after each test. For each vehicle the contractor shall:

- Enter appropriate emission standards for the in-use tests into Verify and indicate whether the test is a “pass” or “fail.” The WA COR will provide the specific vehicle information, standards and a “pass/fail” designation for each vehicle. The contractor shall save copies of the entries to facilitate recordkeeping and to make any necessary changes.
- Upon receipt of written technical directive from the WA COR, be responsible for entering vehicle information into Verify.
- Upon receipt of written technical directive from the WA COR, enter data into Verify or any other record keeping system as directed by the WA COR
- Provide personnel who will remain on site at the Ann Arbor, EPA Lab to perform this task.

## **PROJECT REPORTING**

### **Monthly Status Report**

The contractor shall provide monthly status reports in accordance with Monthly Progress Reports Clause. The monthly status reports shall track the progress on each of the tasks under this work assignment.

### **End of the Work Assignment Period of Performance Status Report**

At the end of the work assignment period of performance, the contractor shall provide a status report, either as one of the monthly reports described above or as a separate report that breaks out costs by task.

## **DELIVERY SCHEDULE AND MILESTONES**

The contractor shall complete deliverables in accordance with the schedule below.

<b>Task</b>	<b>Milestone/Deliverable</b>	<b>Date</b>
1	Work assignment progress report	Monthly
2	Development of fees system changes	Within 3 weeks of the WA COR’s written technical direction
2	Implement fees system change and store changes in the Verify repository	Within four weeks of the WA COR’s written technical direction

2	Develop maintenance for the fees tracking system	Within 3 days of the WA CORs written technical direction
2	Implement maintenance the fees tracking system	Within one week of the WA CORs written technical direction
3	Ad hoc data exercises and report generation	Within one week of the WA COR's written technical direction
3	Develop lump-sum payment process	Within 16 weeks of the WA COR's written technical direction
3	Enter fees payment information into the database as per WA COR's technical direction	Within 2 days of the WA COR's written technical direction
3, 4	Provide personnel at EPA for performing task 3 and 4	Continuously
4	Enter test data into Verify	Within 2 days of receiving standards and an indication that the vehicle tests are complete
4	Enter vehicle data into Verify	Within 2 days of vehicle information
4	Enter information into database	Within 2 days of being given complete instructions and information

## **VI DISTRIBUTION AND FORMAT OF DELIVERABLES**

All deliverables, including status reports between the Contractor and the Government, shall be delivered as follows:

One copy in electronic format to the WA COR and CL COR

The following applies to all tasks under this effort unless otherwise specified by the WA COR during the performance of that task.

The contractor shall deliver all draft and final reports, briefing materials and minutes, data sets, etc. in electronic format (HTML, Visio, Microsoft Word, Acrobat, etc. as appropriate) via a delivery service or electronic mail.

The contractor shall submit a Letter of Transmittal with each deliverable, unless otherwise noted, which includes, at a minimum: the task/deliverable identified, type (draft or final), due date, submission date, deliverable name, and name of the WA COR.

**Inspection and Acceptance Criteria**

The WA COR will review deliverables for technical content, completeness, and grammar. Final inspection, testing and acceptance of all reports, code, and other deliverables will be performed by the WA COR.

<b>EPA</b> United States Environmental Protection Agency Washington, DC 20460 <b>Work Assignment</b>		Work Assignment Number 0-02								
		<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:								
Contract Number EP-C-16-012		Contract Period 07/01/2016 To 06/30/2017 Title of Work Assignment/SF Site Name Trends Report								
Contractor SRA INTERNATIONAL, INC.		Specify Section and paragraph of Contract SOW Sections A, B, and D								
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Amendment <input checked="" type="checkbox"/> Work Plan Approval		<input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Incremental Funding Period of Performance From 07/15/2016 To 06/30/2017								
Comments: Development and Support of 2016/2017 Fuel Economy Trends Report										
<input type="checkbox"/> Superfund                      Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
Note: To report additional accounting and appropriations data use EPA Form 1900-69A.										
SFO (Max 2) <input type="checkbox"/>										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee: \$0.00		LOE: 0						
07/01/2016 To 06/30/2017										
This Action:		\$117,070.41		1,631						
Total:		\$117,070.41		1,631						
Work Plan / Cost Estimate Approvals										
Contractor WP Dated: 07/28/2016		Cost/Fee \$117,070.41		LOE: 1,631						
Cumulative Approved:		Cost/Fee \$117,070.41		LOE: 1,631						
Work Assignment Manager Name Aaron Hula						Branch/Mail Code:				
_____ (Signature) _____ (Date)						Phone Number: 734-214-4267				
						FAX Number:				
Project Officer Name Greg Piotrowski						Branch/Mail Code:				
_____ (Signature) _____ (Date)						Phone Number: 734-214-4493				
						FAX Number: 734-214-4053				
Other Agency Official Name						Branch/Mail Code:				
_____ (Signature) _____ (Date)						Phone Number:				
						FAX Number:				
Contracting Official Name Sandra Savage						Branch/Mail Code:				
_____ (Signature) _____ (Date)						Phone Number: 513-487-2046				
						FAX Number:				

## **Work Assignment WA 0-02**

### **Performance Work Statement**

**Title:** Development and Support of 2016 and 2017 CO<sub>2</sub> and Fuel Economy Trends Database Reports

**Contractor and Contract Number:** EP-C-16-012

**Work Assignment Number:** WA 0-02

**Period of Performance:** Issuance through 6-30-17

**Work Assignment  
Contracting Officer's  
Representative (WA COR):**

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**Contract Level COR (CL COR):**

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## **BACKGROUND**

The Light-Duty Automotive Technology and Fuel Economy Trends Report (hereafter referred to as the CO<sub>2</sub> and Fuel Economy Trends Report) has been published by the EPA Office of Transportation and Air Quality (OTAQ) nearly every year since 1975. It is the most authoritative source of new U.S. personal vehicle CO<sub>2</sub> and fuel economy data—there is no independent alternative—and is widely used by a broad range of stakeholders, including independent analysts, industry, environmental groups, congressional staffers, and reporters.

EPA is seeking contractor assistance in performing data analysis, creating publication ready charts and figures, and creating webpages for the 2016 Fuel Economy Trends report. This report is expected to be published in late 2016. After the publication of the 2016 report, the contractor shall update the Fuel Economy Trends database to include updated data for the 2017 Fuel Economy Trends report. The raw data upon which the CO<sub>2</sub> and Fuel Economy Trends Report is based comes directly from OTAQ's vehicle compliance information system and VERIFY database. OTAQ staff will extract the data and provide the data to the contractor. The contractor shall update the database for the CO<sub>2</sub> and Fuel Economy Trends Report so that it can serve as the basis for the 2017 CO<sub>2</sub> and Fuel Economy Trends Report. The contractor is also expected to maintain and update documentation on the work necessary to support the database and report.

## **CONTRACT LEVEL STATEMENT OF WORK REFERENCE**

The tasks to be performed under this Work Assignment are consistent with the work authorized in sections A, B, and D of the contract statement of work.

## **TASKS**

The development work shall be done with an integrated team that includes EPA, the contractor staff and other EPA contractors. Background information and required data will be provided by the EPA staff. The contractor shall notify the WA COR in writing immediately of any issues requiring EPA management decisions. The WA COR shall issue all technical direction in writing by using fax, EPA email, transmittal letters, or by signing acceptance of contractor prepared minutes of meetings or teleconferences. The contractor shall not accept technical direction unless it is in writing from the WA COR or Alternate WA COR.

All delivered material shall be reviewed by the WA COR and other designated staff. The contractor and the WA COR shall agree on the turnaround time both for the review by EPA and revisions by the contractor to accommodate the review. The contractor shall factor in these times in all proposed schedules.



The contractor shall comply with applicable agency standards, policies and guidelines during the performance of this task. All database development tools including database management systems, file management systems, and commercial software applications shall be compatible with the EPA's central and OTAQ's local production environment.

The contractor shall participate in project status meetings for review of project activities and progress.

Security requirements for this project will be determined by the EPA WA COR. Reference the contract section regarding the treatment of confidential business information (EPAAR 1552.235.71) (April 1984) and the contract section regarding access to confidential business information (EPAAR 1552.235-80) (Oct. 2000). If confidential information is accessed, the contractor shall protect from unauthorized disclosure all confidential information handled in the performance of this project in accordance with EPA policy and procedures relating to confidential information. The contractor shall maintain security and confidentiality of all EPA data, software, and code.

VERIFY contains information provided by the automotive industry to EPA. Some of the data and information provided may be considered CBI of the automotive manufacturers regulated by EPA. The contractor and subcontractors under this work assignment (WA) may from time-to-time require incidental access to some of the VERIFY data which may be CBI. All of this data and information must be kept confidential and secure by the contractor.

The contractor and any subcontractors working on this WA must sign the EPA confidentiality agreement. EPA shall limit all access to confidential VERIFY information on a need-to-know basis. EPA defines all Agency information as sensitive. Even if the WA COR decides that no confidential information will be accessed on this WA, the contractor must ensure that all Agency information is safeguarded during the performance of this project in accordance with EPA information security policy and procedures. The contractor shall notify the WA COR of any employee who has left the project. This notification is necessary so that the WA COR can cancel the employee's access to all data sets related to this project. Failure to do so may be regarded as a breach of EPA security if the WA COR is not notified by the last day of employee's service.

### **Task 1 - Meet with EPA**

The contractor shall conduct a kick-off meeting with the WA COR and other EPA staff to identify technical data changes or complications for the 2016 report and 2017 data update. Meetings between the contractor and EPA will continue monthly, or more frequently if approved via written technical direction from the WA COR.

All meetings will be conducted by teleconference, unless specified via written technical direction from the WA COR.

### **Task 2 - Develop Quality Assurance Project Plan**

The Contractor shall provide a quality assurance project plan (QAPP) that describes the quality assurance and quality control processes used in support of the tasks that measure conditions or analyze existing data (i.e., Tasks 4, 5, and 8). Guidance can be found at EPA Requirements for QAPPs: <http://www.epa.gov/quality/qs-docs/r5-final.pdf> and QAPP for use of existing data: <http://www.epa.gov/quality/qs-docs/found-data-qapp-rqts.pdf> . A draft QAPP is due within two weeks of WP approval; EPA will review the draft QAPP and provide comments back within two weeks of receipt of draft. The final QAPP is due within 2 weeks of receipt of EPA comments.

### **Task 3 - Work Assignment Progress Reports**

The contractor shall deliver monthly status reports which should track the progress on each of the tasks under this work assignment. The report shall include the following information: task and subtask name, hours spent, contact information, task start date and deadlines, deliverables, accomplishments, work on hold status, and any extra information from the WA COR.

### **Task 4 – Evaluate the 2016 CO<sub>2</sub> and Fuel Economy Trends Database**

The contractor shall evaluate the status of the Fuel Economy Trends database for the 2016 Report. This includes comparing the sales volumes, number of data entries, and other key parameters to prior years and providing a summary to EPA for comparison with formal compliance records. The contractor shall also examine the data to determine if any data is missing. If it is determined that the data is missing records or in any way incomplete, the contractor will update the database (see task 6) until EPA determines that the data is final and ready for processing for the final report.

## **Task 5 – Support and Assist the Development of CO<sub>2</sub> and Fuel Economy Trends Report**

The contractor shall prepare all tables, charts, and graphs needed for the report, working closely with OTAQ staff to identify the specific tables, charts, and graphs. Upon written technical direction, contractor shall assist in developing the text for the report.

The contractor shall also support EPA staff on database analyses. OTAQ staff and managers will need to use the CO<sub>2</sub> and fuel economy trends database to answer questions that, in some cases, will go beyond the specific tables that will be published in the 2016 CO<sub>2</sub> and Fuel Economy Trends Report.

The following is a list of deliverables related to this task:

1. The contractor shall deliver all tables, graphs, and charts, generated from the database and required for the 2016 CO<sub>2</sub> and Fuel Economy Trends Report. Although the 2015 CO<sub>2</sub> and Fuel Economy Trends Report shall be a guide for the tables, graphs, and charts, EPA may request new tables, graphs, and charts to highlight different technologies or data.
2. The contractor shall answer technical questions from EPA staff that requires analysis of the 2016 CO<sub>2</sub> and fuel economy trends database in two weeks or less.
3. The contractor shall prepare appendixes for the CO<sub>2</sub> and Fuel Economy Trends Report that include tables, data and the language that is currently in the appendixes updated to reflect the most current data. The contractors shall use the 2015 CO<sub>2</sub> and Fuel Economy Trends Report as a guide of the appendixes to prepare and shall also rely on written technical direction from the WA COR when new tables or appendixes are needed.
4. The contractor shall format figures and tables as requested by EPA.

## **Task 6 - Update, Maintain, and Analyze the CO<sub>2</sub> and Fuel Economy Trends Database**

The contractor shall update, maintain, and deliver a copy of the Trends database and programming code. The database and code will be delivered twice over the course of this work assignment, once with the completion of the 2016 Fuel Economy Trends report and once at the end of the WA period. The contractor shall provide EPA with a copy of the final database used to create of the 2016 Fuel Economy Trends report when the report is finalized. In addition, the contractor will supply an updated version of the database that contains all data provided or requested by EPA at the end of the WA period to prepare for the 2017 Fuel Economy Trends report. EPA shall either have access to the working database or be supplied with a copy of the database by request.

Considerable guidance regarding the CO<sub>2</sub> and fuel economy trends database is documented in the Light-Duty Automotive Technology and CO<sub>2</sub> and Fuel Economy Trend Report Process Document. The contractor shall utilize the revised Light-Duty Automotive Technology and CO<sub>2</sub> and Fuel Economy Trend Report Process Document, the previous CO<sub>2</sub> and Fuel Economy Trends Reports, and the existing database to develop the CO<sub>2</sub> and fuel economy trends database for 2017 (and 2016 if necessary). The data analysis and evaluation requirements defined in the Light-Duty Automotive Technology and CO<sub>2</sub> and Fuel Economy Trend Report Process Document are required for all updates to the database. The contractor shall, for each update, evaluate the data provided by EPA and identify and document any errors using the processes defined in the revised Light-Duty Automotive Technology and CO<sub>2</sub> and Fuel Economy Trend Report Process Document. All errors shall be communicated to the WA COR, and corrected after receiving written technical direction from the WA COR.

The contractor shall manage the CO<sub>2</sub> and fuel economy trends database by updating the vehicle attributes and technologies being tracked in the database. Some attributes will always be of interest such as weight, horsepower, projected 0-60 time, interior volume, etc. Other attributes have become important over time such as the need to add vehicle “footprint” on which the joint EPA and National Highway Traffic Safety Administration (NHTSA) greenhouse gas and CAFE standards are based. Technology innovation in the auto industry is an ongoing process with obsolete technologies being replaced by new technologies (recent examples of new technologies include hybrid vehicles and cylinder deactivation systems). The contractor shall include new attributes and technologies as directed by the WA COR, via written technical direction. The contractor shall research the required data, if required, and enter it into the database. Changes shall only be made after WA COR approval, via written technical direction.

For each update, the contractor shall work with EPA staff to test, implement, and deliver the new database to EPA. Initially, EPA will provide raw data and the previous database to the contractor. The contractor shall sort and clean the data and prepare the database for delivery to EPA as a file, or provide EPA with other access to the data. All data and the deliverables belong to EPA. The contractor shall deliver a copy of any and all updated database files, software developments, and software code used to compile the report by 6/30/2017. Any transfer of CBI data between the WA COR and the contractor shall be done by secure means, such as encrypted email. The contractor shall not share CBI data with anyone other than the WA COR without written approval from the WA COR.

The contractor shall use only software approved by the WA COR via written technical direction.

The contractor shall update the database with final MY 2016 CAFE data and final MY 2017 label data, following all requirements in the revised Light-Duty Automotive Technology and CO<sub>2</sub> and Fuel Economy Trend Report Process Document. This update to the database will be used to generate the 2017 Trends report, webpages, and public database (Tasks 5 and 6). As a part of this update, the contractor shall:

1. The contractor shall add the final MY 2016 CAFE data to the trends database, then process and evaluate the data per EPA requirements in the Light-Duty Automotive Technology and CO<sub>2</sub> and Fuel Economy Trend Report Process Document.

2. The contractor shall add the final MY 2017 label data to the trends database, then and process and evaluate the data per EPA requirements in the Light-Duty Automotive Technology and CO<sub>2</sub> and Fuel Economy Trend Report Process Document.
3. The contractor shall edit and process any other data that EPA provides or the EPA requests the contractor to research and prepare to add it to the database.
4. The contractor shall establish the final version of the CO<sub>2</sub> and Fuel Economy Trends database incorporating all EPA comments.
5. The final report database shall be delivered to EPA. The contractor shall assist implementation and testing the final database on EPA server and network, if necessary. The format of database and data shall be determined by the WA COR via written technical direction.

#### **Task 7 – Maintain Light-Duty Automotive Technology and CO<sub>2</sub> and Fuel Economy Trend Report Process Document**

The contractor shall work with EPA staff to update the revised Light-Duty Automotive Technology and CO<sub>2</sub> and Fuel Economy Trend Report Process Document to provide a complete documentation of the work necessary to support the database and report including: data schema, tools and processes for generating the report graphs, and system configuration. The report shall also document the list of data resources other than CFEIS or Verify data.

The updated report shall also contain all the necessary information needed to troubleshoot and repair common problems, update data and maintain the database.

The contractor shall update the Light-Duty Automotive Technology and CO<sub>2</sub> and Fuel Economy Trend Report Process Document as changes are made to the data or analysis process. An updated and complete process document shall be provided to EPA twice over the course of this work assignment, once with the completion of the 2016 Fuel Economy Trends report and once at the end of the WA period.

The following is a list of deliverables:

1. The contractor shall deliver the draft Light-Duty Automotive Technology and CO<sub>2</sub> and Fuel Economy Trend Report Process Document to the WA COR electronically. A final report, addressing any comments from EPA, shall be delivered by the date listed below.
2. After the delivery of the 2016 database, the contractor shall recommend to the WA COR any software or process upgrades that are needed to continue supporting the project. The contractor shall schedule and implement these changes after receiving written technical direction from the WA COR.

## **Task 8 – Development of Communications Documents, Website Support, and Development of a Publicly Accessible Database**

The contractor shall work with EPA to develop and support documents and analysis that supports the public rollout and ongoing communications of the 2016 CO<sub>2</sub> and Fuel Economy Trends Report. This includes developing a website for the report, supporting communications documents, supporting additional reports that EPA may choose to develop, or support to make the CO<sub>2</sub> and Fuel Economy Trends database available to the public.

The contractor shall assist EPA in preparing a version of the database that is appropriate for public release. This shall include additional formatting of the database or development of files in an appropriate format. The contractor shall make sure that the public version of the database does not reveal any confidential data. The database shall be located on an EPA server and shall meet all of EPA's security and confidential business requirements.

The following is a list of deliverables:

1. The contractor shall deliver a version of the database in an appropriate format that protects confidential business information.
2. The contractor shall provide a demonstration to EPA of the preliminary database.
3. The final program shall be made available to EPA to put on its website.
4. The contractor shall assist in developing publicly available support documentation, including, at least, a complete listing of data variables and their meanings (data dictionary).
5. The contractor shall provide support for a trial release of the data to a limited number of analysts, which shall be approved by the WA COR via written technical direction.

## DELIVERY SCHEDULE

The contractor shall provide deliverables in accordance with the schedule below.

Task	Milestone/Deliverable	Due Date
1	Hold kick off meeting with WA COR and other EPA staff	No later than 7/29/2016
2	Draft QAPP	2 weeks after Kick-off meeting
2	Final QAPP	2 weeks after receipt of EPA comments on draft
3	Provide work assignment progress reports	Monthly
4	Report to EPA on status of 2016 Database	Due by 8/12/2016
4	Research and prepare any external data	Due by 8/12/2016
4	Clean and finalize MY 2015 CAFE data, MY 2016 label data and add to database (if necessary)	Due by 8/12/2016
5	Deliver all tables, graphs, and charts needed for the 2014 CO <sub>2</sub> and Fuel Economy Trends Report	Due by 8/31/2016
5	Deliver all appendixes for the CO <sub>2</sub> and Fuel Economy Trends Report	Due by 9/15/2016
7	Deliver the final 2016 Light-Duty Automotive Technology and CO <sub>2</sub> and Fuel Economy Trend Report Process Document	Due by 10/30/2016
7	Deliver the final 2016 database and final R code used to prepare the 2016 Trends report	Due by 10/30/2016
7	Provide EPA with an outline of proposed database, software, and/or code maintenance work	Due by 11/15/2016
8	Deliver a draft version of a public database	Due by 2/28/2017
8	Provide support for a trial release of database	Two weeks after request
6	Clean and finalize MY 2017 label data, add to database	Due by 4/30/2017
6	Clean and finalize MY 2016 CAFE data, add to database	Due by 5/31/2017
6	Research and prepare any external data	Due by 5/31/2017
7	Deliver the database and final R code used to prepare the 2017 Trends report	Due by 6/30/2017
7	Deliver the 2017 Light-Duty Automotive Technology and CO <sub>2</sub> and Fuel Economy Trend Report Process Document	Due by 6/30/2017

## **DISTRIBUTION AND FORMAT OF DELIVERABLES**

All deliverables, including status reports between the contractor and the Government, shall be delivered as follows:

One copy in electronic format to the WA COR and CL COR.

The following applies to all tasks under this effort unless otherwise specified by the WA COR during performance of that task.

The contractor shall deliver all draft, and final reports, briefing materials and minutes, data sets, etc. in hard copy or electronic format (HTML, Microsoft Word, Acrobat, etc. as appropriate) via a delivery service or electronic mail.

The contractor shall submit a Letter of Transmittal with each deliverable, unless otherwise noted, which includes, at a minimum, the task/deliverable identified, type (draft or final), due date, submission date, deliverable name, and name of the WA COR.

### **Inspection and Acceptance Criteria**

The WA COR shall review deliverables for technical content, completeness, and grammar. Final inspection, testing and acceptance of all reports, code, and other deliverables shall be performed by the WA COR or other individual(s) designated as subject matter technical expert(s) by the WA COR.



**EPA**United States Environmental Protection Agency  
Washington, DC 20460**Work Assignment**

Work Assignment Number

0-03

☐ Other ☐ Amendment Number:

Contract Number

EP-C-16-012

Contract Period 07/01/2016 To 06/30/2017

Base ☒

Option Period Number

Title of Work Assignment/SF Site Name

OTAQ DIS and Other Web Support

Contractor

SRA INTERNATIONAL, INC.

Specify Section and paragraph of Contract SOW

C &amp; D

Purpose:



Work Assignment



Work Assignment Close-Out



Work Assignment Amendment



Incremental Funding



Work Plan Approval

Period of Performance

From 07/12/2016 To 06/30/2017

Comments:

The contractor shall start work upon receipt of WA.



Superfund

## Accounting and Appropriations Data



Non-Superfund

SFO  
(Max 2)

Note: To report additional accounting and appropriations data use EPA Form 1900-69A.

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										

## Authorized Work Assignment Ceiling

Contract Period:

Cost/Fee:

LOE:

07/01/2016 To 06/30/2017

This Action:

Total:

## Work Plan / Cost Estimate Approvals

Contractor WP Dated:

Cost/Fee

LOE:

Cumulative Approved:

Cost/Fee

LOE:

Work Assignment Manager Name Karen Danzeisen

Branch/Mail Code:

Phone Number: 734-214-4444

FAX Number:

(Signature)

(Date)

Project Officer Name Greg Piotrowski

Branch/Mail Code:

Phone Number: 734-214-4493

FAX Number: 734-214-4053

(Signature)

(Date)

Other Agency Official Name

Branch/Mail Code:

Phone Number:

FAX Number:

(Signature)

(Date)

Contracting Official Name Sandra Savage

Branch/Mail Code:

Phone Number: 513-487-2046

FAX Number:

(Signature)

(Date)

## **EP-C-16-012 Work Assignment 0-03**

### **PERFORMANCE WORK STATEMENT**

**Title:** OTAQ Document Index System (DIS) and Other  
OTAQ Web Support

**Contractor and Contract Number:** Systems Research and Applications Corporation  
(SRA), EP-C-16-012

**Work Assignment (WA) Number:** 0-03

**WA COR:** Karen Danzeisen  
2000 Traverwood Drive  
Ann Arbor, MI 48105  
Phone: 734-214-4444  
Fax: 734-214-4869  
Email: [danzeisen.karen@epa.gov](mailto:danzeisen.karen@epa.gov)

**Alternate WA COR:** Kristin Kenausis  
1200 Pennsylvania Avenue (Mail Code 6406J)  
Washington, DC 20460  
Phone: (202) 343-9225  
Fax: (202) 343-2803  
Email: [kenausis.kristin@epa.gov](mailto:kenausis.kristin@epa.gov)

**CL COR:** Greg Piotrowski  
2000 Traverwood Drive  
Ann Arbor, MI 48105  
Phone: 734-214-4493  
Fax: 734-214-4789  
Email: [piotrowski.greg@epa.gov](mailto:piotrowski.greg@epa.gov)

## **I. BACKGROUND**

The Office of Transportation and Air Quality's (OTAQ) Document Index System (DIS) is a web-based searchable document repository ([www.epa.gov/dis](http://www.epa.gov/dis)). It was created as a means for providing users access to a large volume of documents on OTAQ's web site in a user-friendly manner. The DIS allows users to search, store, and manage OTAQ documents. Document searches can be conducted via web browser interface by entering keywords or by making selections from drop-down menus. In addition, basic or advanced search criteria can be used to generate custom pages containing documents of specific interest. The DIS database currently

houses more than 24,000 of OTAQ's engine and vehicle emission certification and compliance documents and fuel program documents. The fuel program documents include information on compliance, registration, regulations and waivers for gasoline, diesel and renewable fuels.

The DIS web site consists of an Internet and Intranet site. The Internet site contains public information and is available for public use. Users can conduct search queries and download documents. The Intranet site contains the administrative functions and is for internal EPA DIS administration use only. The administrative functions allow EPA system administrators to add, delete, and modify document information in addition to generating reports and performing internal audits. The DIS administrators can also use the administrative functions to create metadata, post documents to the Internet website, define search criteria and update document information.

The DIS is hosted at EPA's National Computer Center (NCC) in Research Triangle Park (RTP), North Carolina. Both staging (testing) and production (public) DIS servers are located at the NCC. The DIS staging server is where documents and metadata can be reviewed and tested before being posted to the production server. The DIS database contains the following documents and their associated metadata: vehicle and engine certificates of conformity, certificate summary information, applications for certification, and manufacturer guidance letters, as well as fuel program documents.

## **II. CONTRACT LEVEL STATEMENT OF WORK REFERENCE**

The tasks to be performed under this work assignment are consistent with the work authorized in sections C and D of the contract's Performance Work Statement.

## **III. TASKS**

The contractor shall provide onsite staff performing the following tasks at EPA's National Vehicle and Fuel Emissions Laboratory (NVFEL) in Ann Arbor, Michigan.

### **Task 1: Work Assignment Management**

The contractor shall deliver monthly WA summary reports which shall track the progress on each of the tasks/deliverables under this work assignment. The report shall include information such as: contact information, task and subtask names, task start date and deadlines, hours spent, deliverables, accomplishments, and work on hold status. The WA COR will notify the contractor via written technical direction regarding any changes to the report format.

The contractor shall correspond with the WA COR at bi-weekly meetings via teleconference to discuss updates, tasks, activities, priorities, and deliverables' progress for the project. The contractor shall take meeting notes during the bi-weekly meeting discussion and also maintain a change log as a record of any current, on-going, completed, or future work.

## **Task 2: Support for DIS Document Collection and Document Metadata Generation**

The contractor shall collect vehicle and engine compliance documents from OTAQ databases, web sites and DIS team members. Most of the vehicle and engine compliance information and documents are stored in OTAQ's Verify vehicle and engine compliance information database.

The contractor shall extract compliance documents from the Verify database which include: the vehicle and engine certificates of conformity, certificate summary information and applications for certification. The contractor shall also search the Verify database for updated vehicle and engine documents and metadata (i.e. keywords for the documents) which are not included on the current production DIS web site. The contractor shall deliver these metadata and document updates to the DIS production server on a quarterly basis, as well as upon infrequent, written technical direction from the WA COR.

For each individual document, the contractor shall compile a document metadata record that includes specific fields such as document title, description, document date, EPA publication number, type of document, document abstract, list of search keywords, keyword formats, document owner, vehicle and engine information, and manufacturer information. The metadata shall be in Excel or comma-separated value (CSV) formats. The WA COR will provide the required keywords and the metadata spreadsheet format template to the contractor. The contractor shall utilize Structured Query Language (SQL) to create queries and retrieve metadata and documents from the Verify database. The contractor shall also create metadata in Excel or CSV formats for certification and compliance documents provided by the WA COR, via written technical direction.

The contractor shall continue to support and maintain all existing OTAQ DIS documents including Light-Duty (LD) vehicle and engine compliance, Fuels, Locomotive engines and LD Alternative Fuel Vehicle (AFV), Heavy-Duty Highway Vehicle (HDV) and Non-Road Compression and Spark Ignition (NRCI/NRSI) documents.

## **Task 3: DIS Document Upload Support**

The DIS administration web site has administrative tools for submitting data, documents, and metadata to the DIS database. These tools can also add, delete, or modify the metadata in batch mode or interactively through web screens. The contractor shall utilize these tools for uploading documents and metadata to the DIS staging server (testing server) as requested by the WA COR via written technical direction. The contractor shall also assist the testing of metadata and documents posted on the DIS staging server before moving to the DIS production server. The contractor shall work with EPA web coordinator and other contractors for preparing and uploading DIS metadata and documents.

## **Task 4: OTAQ and DIS Web Site Maintenance**

The contractor shall maintain OTAQ's DIS web sites (both the Internet public site and Intranet administration site) as directed by the WA COR via written technical direction. This includes all related web page coding (e.g. HTML, Javascript), search engine coding (DIS only), database

schema, and system documentation. The contractor shall perform updates, corrections, testing, and documentation related to any changes that are made to these web sites and their databases. The contractor shall work with NCC staff when deploying DIS changes into production on NCC servers.

#### **Task 5: Other OTAQ Documents Support**

The contractor shall compile other OTAQ documents related to nonroad engines, motorcycle, heavy-duty, and other type of documents which are not currently captured via the DIS interface with Verify as requested by the WA COR via written technical direction. The contractor shall create metadata for these documents. And, the contractor shall provide suggestions, edits, comments, and enhancements on maintaining a user-friendly document search web page or any other search web pages requested by the WA COR via written technical direction.

For any new OTAQ documents, the contractor shall provide training to DIS users and administrators on an as needed basis as directed by the WA COR via written technical direction.

### **IV. PROJECT REPORTING**

#### **Monthly Status Report**

The contractor shall provide monthly status reports and updates to the change log as needed. The monthly status reports shall track the progress on each of the tasks under this work assignment.

#### **WA Period of Performance Status Report**

At the end of the WA period of performance, the contractor shall provide a status report, either as one of the monthly reports described above or as a separate report that breaks out costs by task.

### **V. DELIVERY SCHEDULE AND MILESTONES**

The Contractor shall complete deliverables in accordance with the schedule below.

<b>Task</b>	<b>Milestone/Deliverable</b>	<b>Date</b>
1	Work assignment progress report	Monthly
1	DIS change log	Weekly
1	Task review meetings	Bi-weekly
2	Upload new documents and metadata	Quarterly & TBD with WA COR via written technical direction
4	Deliver system code and documentation	5/31/2017 & TBD with WA COR

		via written technical direction

## **VI DISTRIBUTION AND FORMAT OF DELIVERABLES**

All deliverables, including status reports between the contractor and EPA shall be delivered as follows:

- One copy in electronic format to the WA COR and PO

The following applies to all tasks under this effort unless otherwise specified by the WA COR during performance of that task.

The contractor shall deliver all draft, and final reports, briefing materials and minutes, datasets, etc. in electronic format (HTML, Visio, Microsoft Word, Acrobat, etc. as appropriate) via electronic mail.

The contractor shall submit deliverables with the WA and task numbers, type (draft or final), due date, submission date, deliverable name, and name of the WA COR.

### **Inspection and Acceptance Criteria**

The WA COR will review deliverables for technical content, completeness, and grammar. Final inspection, testing and acceptance of all reports, code, and other deliverables will be performed by the WA COR.

**EPA**United States Environmental Protection Agency  
Washington, DC 20460**Work Assignment**

Work Assignment Number

0-03



Other



Amendment Number:

000001

Contract Number  
EP-C-16-012

Contract Period 07/01/2016 To 06/30/2017

Title of Work Assignment/SF Site Name

Base ☒ Option Period Number

Contractor

SRA INTERNATIONAL, INC.

Specify Section and paragraph of Contract SOW

Purpose:



Work Assignment



Work Assignment Close-Out



Work Assignment Amendment



Incremental Funding



Work Plan Approval

Period of Performance

From 07/12/2016 To 08/26/2016

Comments:



Superfund

Accounting and Appropriations Data



Non-Superfund

SFO  
(Max 2)

Note: To report additional accounting and appropriations data use EPA Form 1900-69A.

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										

## Authorized Work Assignment Ceiling

Contract Period:

07/01/2016 To 06/30/2017

Cost/Fee:

LOE:

This Action:

Total:

## Work Plan / Cost Estimate Approvals

Contractor WP Dated:

Cost/Fee

LOE:

Cumulative Approved:

Cost/Fee

LOE:

Work Assignment Manager Name Karen Danzeisen

Branch/Mail Code:

Phone Number: 734-214-4444

FAX Number:

(Signature)

(Date)

Project Officer Name Greg Piotrowski

Branch/Mail Code:

Phone Number: 734-214-4493

FAX Number: 734-214-4053

(Signature)

(Date)

Other Agency Official Name

Branch/Mail Code:

Phone Number:

FAX Number:

(Signature)

(Date)

Contracting Official Name Sandra Savage

Branch/Mail Code:

Phone Number: 513-487-2046

FAX Number:

(Signature)

(Date)

## **EP-C-16-012 Work Assignment 0-03 (Amendment 1)**

### **PERFORMANCE WORK STATEMENT**

**Title:** OTAQ Document Index System (DIS) and Other  
OTAQ Web Support

**Contractor and Contract Number:** Systems Research and Applications Corporation  
(SRA), EP-C-16-012

**Work Assignment (WA) Number:** 0-03 (Amendment 1)

**WA COR:** Karen Danzeisen  
2000 Traverwood Drive  
Ann Arbor, MI 48105  
Phone: 734-214-4444  
Fax: 734-214-4869  
Email: [danzeisen.karen@epa.gov](mailto:danzeisen.karen@epa.gov)

**Alternate WA COR:** Kristin Kenausis  
1200 Pennsylvania Avenue (Mail Code 6406J)  
Washington, DC 20460  
Phone: (202) 343-9225  
Fax: (202) 343-2803  
Email: [kenausis.kristin@epa.gov](mailto:kenausis.kristin@epa.gov)

**CL COR:** Greg Piotrowski  
2000 Traverwood Drive  
Ann Arbor, MI 48105  
Phone: 734-214-4493  
Fax: 734-214-4789  
Email: [piotrowski.greg@epa.gov](mailto:piotrowski.greg@epa.gov)

## **I. BACKGROUND**

The Office of Transportation and Air Quality's (OTAQ) Document Index System (DIS) is a web-based searchable document repository ([www.epa.gov/dis](http://www.epa.gov/dis)). It was created as a means for providing users access to a large volume of documents on OTAQ's web site in a user-friendly manner. The DIS allows users to search, store, and manage OTAQ documents. Document searches can be conducted via web browser interface by entering keywords or by making selections from drop-down menus. In addition, basic or advanced search criteria can be used to generate custom pages containing documents of specific interest. The DIS database currently



houses more than 24,000 of OTAQ's engine and vehicle emission certification and compliance documents and fuel program documents. The fuel program documents include information on compliance, registration, regulations and waivers for gasoline, diesel and renewable fuels.

The DIS web site consists of an Internet and Intranet site. The Internet site contains public information and is available for public use. Users can conduct search queries and download documents. The Intranet site contains the administrative functions and is for internal EPA DIS administration use only. The administrative functions allow EPA system administrators to add, delete, and modify document information in addition to generating reports and performing internal audits. The DIS administrators can also use the administrative functions to create metadata, post documents to the Internet website, define search criteria and update document information.

The DIS is hosted at EPA's National Computer Center (NCC) in Research Triangle Park (RTP), North Carolina. Both staging (testing) and production (public) DIS servers are located at the NCC. The DIS staging server is where documents and metadata can be reviewed and tested before being posted to the production server. The DIS database contains the following documents and their associated metadata: vehicle and engine certificates of conformity, certificate summary information, applications for certification, and manufacturer guidance letters, as well as fuel program documents.

## **II. CONTRACT LEVEL STATEMENT OF WORK REFERENCE**

The tasks to be performed under this work assignment are consistent with the work authorized in sections C and D of the contract's Performance Work Statement.

## **III. TASKS**

The contractor shall provide onsite staff performing the following tasks at EPA's National Vehicle and Fuel Emissions Laboratory (NVFEL) in Ann Arbor, Michigan.

### **Task 1: Work Assignment Management**

The contractor shall deliver monthly WA summary reports which shall track the progress on each of the tasks/deliverables under this work assignment. The report shall include information such as: contact information, task and subtask names, task start date and deadlines, hours spent, deliverables, accomplishments, and work on hold status. The WA COR will notify the contractor via written technical direction regarding any changes to the report format.

The contractor shall correspond with the WA COR at bi-weekly meetings via teleconference to discuss updates, tasks, activities, priorities, and deliverables' progress for the project. The contractor shall take meeting notes during the bi-weekly meeting discussion and also maintain a change log as a record of any current, on-going, completed, or future work.

## **Task 2: Support for DIS Document Collection and Document Metadata Generation**

The contractor shall collect vehicle and engine compliance documents from OTAQ databases, web sites and DIS team members. Most of the vehicle and engine compliance information and documents are stored in OTAQ's Verify vehicle and engine compliance information database.

The contractor shall extract compliance documents from the Verify database which include: the vehicle and engine certificates of conformity, certificate summary information and applications for certification. The contractor shall also search the Verify database for updated vehicle and engine documents and metadata (i.e. keywords for the documents) which are not included on the current production DIS web site. The contractor shall deliver these metadata and document updates to the DIS production server on a quarterly basis, as well as upon infrequent, written technical direction from the WA COR.

For each individual document, the contractor shall compile a document metadata record that includes specific fields such as document title, description, document date, EPA publication number, type of document, document abstract, list of search keywords, keyword formats, document owner, vehicle and engine information, and manufacturer information. The metadata shall be in Excel or comma-separated value (CSV) formats. The WA COR will provide the required keywords and the metadata spreadsheet format template to the contractor. The contractor shall utilize Structured Query Language (SQL) to create queries and retrieve metadata and documents from the Verify database. The contractor shall also create metadata in Excel or CSV formats for certification and compliance documents provided by the WA COR, via written technical direction.

The contractor shall continue to support and maintain all existing OTAQ DIS documents including Light-Duty (LD) vehicle and engine compliance, Fuels, Locomotive engines and LD Alternative Fuel Vehicle (AFV), Heavy-Duty Highway Vehicle (HDV) and Non-Road Compression and Spark Ignition (NRCI/NRSI) documents.

## **Task 3: DIS Document Upload Support**

The DIS administration web site has administrative tools for submitting data, documents, and metadata to the DIS database. These tools can also add, delete, or modify the metadata in batch mode or interactively through web screens. The contractor shall utilize these tools for uploading documents and metadata to the DIS staging server (testing server) as requested by the WA COR via written technical direction. The contractor shall also assist the testing of metadata and documents posted on the DIS staging server before moving to the DIS production server. The contractor shall work with EPA web coordinator and other contractors for preparing and uploading DIS metadata and documents.

## **IV. PROJECT REPORTING**

### **Monthly Status Report**

The contractor shall provide monthly status reports and updates to the change log as needed. The monthly status reports shall track the progress on each of the tasks under this work assignment.

### **WA Period of Performance Status Report**

At the end of the WA period of performance, the contractor shall provide a status report, either as one of the monthly reports described above or as a separate report that breaks out costs by task.

## **V. DELIVERY SCHEDULE AND MILESTONES**

The Contractor shall complete deliverables in accordance with the schedule below.

<b>Task</b>	<b>Milestone/Deliverable</b>	<b>Date</b>
1	Work assignment progress report	Monthly
1	DIS change log	Weekly
1	Task review meetings	Bi-weekly
2	Upload new documents and metadata	Quarterly & TBD with WA COR via written technical direction
4	Deliver system code and documentation	8/26/2016 with WA COR via written technical direction

## **VI DISTRIBUTION AND FORMAT OF DELIVERABLES**

All deliverables, including status reports between the contractor and EPA shall be delivered as follows:

- One copy in electronic format to the WA COR and PO

The following applies to all tasks under this effort unless otherwise specified by the WA COR during performance of that task.

The contractor shall deliver all draft, and final reports, briefing materials and minutes, datasets, etc. in electronic format (HTML, Visio, Microsoft Word, Acrobat, etc. as appropriate) via electronic mail.

The contractor shall submit deliverables with the WA and task numbers, type (draft or final), due date, submission date, deliverable name, and name of the WA COR.

### **Inspection and Acceptance Criteria**

The WA COR will review deliverables for technical content, completeness, and grammar. Final inspection, testing and acceptance of all reports, code, and other deliverables will be performed by the WA COR.

**EPA**United States Environmental Protection Agency  
Washington, DC 20460**Work Assignment**

Work Assignment Number

0-04

☐ Other ☐ Amendment Number:

Contract Number

EP-C-16-012

Contract Period 07/01/2016 To 06/30/2017

Base ☒ Option Period Number

Title of Work Assignment/SF Site Name

Contractor

SRA INTERNATIONAL, INC.

Specify Section and paragraph of Contract SOW

Section D

Purpose:



Work Assignment



Work Assignment Close-Out



Work Assignment Amendment



Incremental Funding



Work Plan Approval

Period of Performance

From 07/01/2016 To 06/30/2017

Comments:



Superfund

## Accounting and Appropriations Data



Non-Superfund

SFO  
(Max 2)

Note: To report additional accounting and appropriations data use EPA Form 1900-69A.

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										

## Authorized Work Assignment Ceiling

Contract Period:

07/01/2016 To 06/30/2017

Cost/Fee:

LOE:

This Action:

Total:

## Work Plan / Cost Estimate Approvals

Contractor WP Dated:

Cost/Fee

LOE:

Cumulative Approved:

Cost/Fee

LOE:

Work Assignment Manager Name Jeffra Rockwell

Branch/Mail Code:

Phone Number: 734-214-4401

FAX Number:

(Signature)

(Date)

Project Officer Name Greg Piotrowski

Branch/Mail Code:

Phone Number: 734-214-4493

FAX Number: 734-214-4053

(Signature)

(Date)

Other Agency Official Name

Branch/Mail Code:

Phone Number:

FAX Number:

(Signature)

(Date)

Contracting Official Name Sandra Savage

Branch/Mail Code:

Phone Number: 513-487-2046

FAX Number:

(Signature)

(Date)

6/30/2016

## STATEMENT OF WORK

**Title:** Diesel Emission Quantifier (DEQ)

**Contractor:**

**Contract Number:** EP-C-16-012

**Work Assignment Number:** WA 0-04

**Period of Performance** July 1, 2016 - June 30, 2017

**Work Assignment Manager (WAM):** Jeffra Rockwell  
2000 Traverwood  
Ann Arbor, MI 48105  
Phone: 734-214-4401; Fax: 734-214-4052  
Email: rockwell.jeffra@epa.gov

**Alternate WAM (Alt WAM):** Faye Swift  
William Jefferson Clinton Building  
1200 Pennsylvania Ave., NW  
MC: 6406 A, Room 5358-E  
Washington, D.C. 20460  
Phone: 202-343-9147; Fax: 202-343-2803  
Email: swift.faye@epa.gov

**Project Officer (PO):** Greg Piotrowski  
2000 Traverwood Drive  
Ann Arbor, MI 48105  
Phone: 734-214-4493; Fax: 734-214-4869  
Email: piotrowski.greg@epa.gov

### I. BACKGROUND

Reducing air pollution from mobile sources is one of EPA's primary goals. In order to quantify and track efforts towards this goal, a sophisticated yet easy-to-use tool was needed.

Beginning in 2006, EPA tasked former contractor SRA (then PQA) with creating a web-based Diesel Emission Quantifier (DEQ) for estimating diesel emissions reductions and related health benefits for fleets that employ clean diesel technologies and strategies.

In 2016, former contractor SRA was tasked with the first complete overhaul of the DEQ - evaluating and revising algorithms, emission factors for running and idling, emission reduction factors for clean diesel technologies and strategies, useful and remaining lives, and other inputs. In addition, sources for all data and algorithms, some of which were new, were identified and documented.

The next phase of the DEQ update will include continue this overhaul, focusing on improving functionality and interfaces.

## **II. CONTRACT LEVEL STATEMENT OF WORK REFERENCE**

The tasks to be performed under this work assignment are consistent with the work authorized in sections D of the contract's statement of work.

## **III. TASKS**

### **Task 1: Provide Project Management**

- a) The contractor shall provide monthly status reports that break out hours and costs by WA tasks. The contractor shall submit these reports by the **15th of the following month**.
- b) The contractor shall participate in meetings, bi-weekly or as determined by the WAM, via written technical direction.
- c) The contractor shall provide draft meeting notes and shall submit the notes to the WAM for review and comments **within 3 days of the meeting**.

### **Task 2: Provide Technical Support for User Account Problems**

The contractor shall help support users and resolve technical errors related to setting up and/or accessing user accounts. The contractor shall resolve these issues **within 2 days of receiving a request** for assistance.

### **Task 3: Investigate and/or Implement Usability and Functionality Enhancements**

The contractor, as directed by the WAM via written technical direction, shall investigate and implement modifications to the DEQ, including but not limited to:

- a) improved user interface screens
  - create a separate 'locomotive' module (currently part of 'nonroad')
  - add 'display' and 'edit' capabilities for technology inputs
  - incorporate clearer navigation and terminology
  - improve 'help' and other messaging
- b) ability to remove admin rights (currently they can only be added)
- c) other maintenance and support work as needed

In addition, the contractor, as directed by the WAM via written technical direction, shall investigate and/or implement other modifications to the DEQ, including but not limited to:

- a) automate field clearing or filling as appropriate when there are changes to fleet
- b) add 'copy' or 'save as' function for existing fleets
- c) create printable and exportable reports that include all inputs to the DEQ
- d) determine why fuel volume is input per group (not per vehicle; is NONROAD involved?)
- d) improve estimates of criteria pollutant & CO2 emissions from alternative fuels
- e) consolidate nonroad categories
- f) automate interface with DRIVER database and Fleet Description input sheet

The Contractor shall test all changes prior to sending them to the WAM for review. The WAM will review and accept changes prior to implementation. Contractor shall document all changes.

#### **Task 4: Evaluate Data and Back-end Programs**

The contractor shall review the DEQ data and back-end programs and make suggestions to the WAM for updates and improvements. Suggestions shall be submitted in writing and include background and analysis of the issue along with recommended next steps.

#### **Task 5: Make Data Updates and Back-end Improvements to the DEQ**

The contractor shall make data updates and back-end improvements to the DEQ as directed by the WAM via written technical direction that ensure

- a) DEQ is functioning as designed
- b) Algorithms, factors, defaults and conditional statements are current and correct
- c) Accurate emission estimates are generated

The Contractor shall test all changes prior to sending them to the WAM for review. The WAM will review and accept changes prior to implementation. Contractor shall document all changes.

### **IV. DELIVERY SCHEDULE AND MILESTONES**

The Contractor shall complete deliverables in accordance with the schedule below.

<u>Task</u>	<u>Milestone/Deliverable</u>	<u>Date</u>
1a	<b>Provide Monthly Status Reports</b>	By 15th of following month
1b	<b>Participate in Meetings</b>	Bi-weekly or as determined by WAM
1c	<b>Provide Draft Meeting Notes</b>	Within 3 days of meetings
2	<b>Provide Support for User Accounts</b>	Within 2 days of WAM's written request
3	<b>Make Usability &amp; Functionality Enhancements</b>	As agreed to by WAM and contractor
4	<b>Evaluate Data &amp; Back-end Programs</b>	As agreed to by WAM and contractor
5	<b>Make Data Updates &amp; Back-end Improvements</b>	As agreed to by WAM and contractor

### **VI. DISTRIBUTION AND FORMAT OF DELIVERABLES**

The contractor shall deliver status reports and meeting notes to the WAM in electronic format with a Letter/Email of Transmittal. The WAM will review deliverables for technical content, completeness, and clarity.



United States Environmental Protection Agency Washington, DC 20460						Work Assignment Number 0-04						
EPA <b>Work Assignment</b>						<input type="checkbox"/> Other <input checked="" type="checkbox"/> Amendment Number: 000001						
Contract Number EP-C-16-012			Contract Period 07/01/2016 To 06/30/2018			Title of Work Assignment/SF Site Name Diesel Emission Quantifier						
			Base X      Option Period Number									
Contractor SRA International, Inc.					Specify Section and paragraph of Contract SOW							
Purpose:					<input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out					Period of Performance		
<input checked="" type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding												
<input type="checkbox"/> Work Plan Approval										From 07/01/2016 To 06/30/2017		
Comments: Please provide a revised Work Plan based upon the WA 0-04 Amendment 1 PWS.												
<input type="checkbox"/> Superfund                                  Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund												
SFO (Max 2) [ ]                                  Note: To report additional accounting and appropriations date use EPA Form 1900-69A.												
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code		
1												
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Authorized Work Assignment Ceiling												
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Total:												
Work Plan / Cost Estimate Approvals												
Contractor WP Dated:      Cost/Fee      LOE:												
Cumulative Approved:      Cost/Fee      LOE:												
Work Assignment Manager Name Jeffra Rockwell							Branch/Mail Code:					
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							FAX Number:					
Project Officer Name Greg Piotrowski							Branch/Mail Code:					
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_____ (Signature)                                  _____ (Date)							Phone Number:					
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Contracting Official Name Michael D. Kreacic							Branch/Mail Code:					
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							FAX Number:					

AMENDMENT 1

4/27/2017

**PERFORMANCE WORK STATEMENT**

**Title:** Diesel Emission Quantifier (DEQ)

**Contractor:**

**Contract Number:** EP-C-16-012

**Work Assignment Number:** WA 0-04

**Period of Performance** July 1, 2016 - June 30, 2017

**WA COR:** Jeffra Rockwell  
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**I. BACKGROUND**

Reducing air pollution from mobile sources is one of EPA's primary goals. In order to quantify and track efforts towards this goal, a sophisticated yet easy-to-use tool was needed.

Beginning in 2006, EPA tasked former contractor SRA (then PQA) with creating a web-based Diesel Emission Quantifier (DEQ) for estimating diesel emissions reductions and related health benefits for fleets that employ clean diesel technologies and strategies.

In 2016, former contractor SRA was tasked with the first complete overhaul of the DEQ - evaluating and revising algorithms, emission factors for running and idling, emission reduction factors for clean diesel technologies and strategies, useful and remaining lives, and other

inputs. In addition, sources for all data and algorithms, some of which were new, were identified and documented.

The next phase of the DEQ update will include continue this overhaul, focusing on improving functionality and interfaces.

## **II. CONTRACT LEVEL STATEMENT OF WORK REFERENCE**

The tasks to be performed under this work assignment are consistent with the work authorized in sections D of the contract's statement of work.

## **III. TASKS**

### **Task 1: Provide Project Management**

- a) The contractor shall provide monthly status reports that break out hours and costs by WA tasks. The contractor shall submit these reports by the **15th of the following month**.
- b) The contractor shall participate in meetings, bi-weekly or as determined by the WA COR, via written technical direction.
- c) The contractor shall provide draft meeting notes and shall submit the notes to the WA COR for review and comments **within 3 days of the meeting**.

### **Task 2: Provide Technical Support for User Account Problems**

The contractor shall help support users and resolve technical errors related to setting up and/or accessing user accounts. The contractor shall resolve these issues **within 2 days of receiving a request** for assistance.

### **Task 3: Investigate and/or Implement Usability and Functionality Enhancements**

The contractor, as directed by the WA COR via written technical direction, shall investigate and implement modifications to the DEQ, including but not limited to:

- a) allow editing of groups without deletion upgrades
- b) allow for selection of default values individually instead of as a group
- c) change fuel volume to per vehicle instead of per fleet
- d) create a separate 'locomotive' module (currently part of 'nonroad')
- e) screen edits and other maintenance and support work as needed

In addition, the contractor, as directed by the WA COR via written technical direction, shall investigate and/or implement other modifications to the DEQ, including but not limited to:

- a) automate field clearing or filling as appropriate when there are changes to fleet
- b) add 'copy' or 'save as' function for existing fleets
- c) create printable and exportable reports that include all inputs to the DEQ
- d) determine why fuel volume is input per group (not per vehicle; is NONROAD involved?)
- f) improve estimates of criteria pollutant & CO2 emissions from alternative fuels
- g) consolidate nonroad categories
- h) automate interface with DRIVER database and Fleet Description input sheet

The Contractor shall test all changes prior to sending them to the WA COR for review. The WA COR will review and accept changes prior to implementation. Contractor shall document all changes.

#### **Task 4: Evaluate Data and Back-end Programs**

The contractor shall review the DEQ data and back-end programs and make suggestions to the WA COR for updates and improvements. Suggestions shall be submitted in writing and include background and analysis of the issue along with recommended next steps.

#### **Task 5: Make Data Updates and Back-end Improvements to the DEQ**

The contractor shall make data updates and back-end improvements to the DEQ as directed by the WA COR via written technical direction that ensure

- a) DEQ is functioning as designed
- b) Algorithms, factors, defaults and conditional statements are current and correct
- c) Accurate emission estimates are generated

The Contractor shall test all changes prior to sending them to the WA COR for review. The WA COR will review and accept changes prior to implementation. Contractor shall document all changes.

### **IV. DELIVERY SCHEDULE AND MILESTONES**

The Contractor shall complete deliverables in accordance with the schedule below.

<u>Task</u>	<u>Milestone/Deliverable</u>	<u>Date</u>
1a	<b>Provide Monthly Status Reports</b>	By 15th of following month
1b	<b>Participate in Meetings</b>	Bi-weekly or as determined by WA COR
1c	<b>Provide Draft Meeting Notes</b>	Within 3 days of meetings
2	<b>Provide Support for User Accounts</b>	Within 2 days of WA COR's written request
3	<b>Make Usability &amp; Functionality Enhancements</b>	As agreed to by WA COR and contractor
4	<b>Evaluate Data &amp; Back-end Programs</b>	As agreed to by WA COR and contractor
5	<b>Make Data Updates &amp; Back-end Improvements</b>	As agreed to by WA COR and contractor

### **VI. DISTRIBUTION AND FORMAT OF DELIVERABLES**

The contractor shall deliver status reports and meeting notes to the WA COR in electronic format with a Letter/Email of Transmittal. The WA COR will review deliverables for technical content, completeness, and clarity.

<b>EPA</b> United States Environmental Protection Agency Washington, DC 20460 <b>Work Assignment</b>		Work Assignment Number 0-07								
		<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:								
Contract Number EP-C-16-012		Contract Period 07/01/2016 To 06/30/2017 Base <input checked="" type="checkbox"/> Option Period Number								
Contractor SRA INTERNATIONAL, INC.		Title of Work Assignment/SF Site Name HD & NR Certification and Comp								
Specify Section and paragraph of Contract SOW C & D										
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Work Plan Approval		Period of Performance  From 07/14/2016 To 06/30/2017								
Comments: The contractor shall start work when WA is received.										
<input type="checkbox"/> Superfund                      Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO (Max 2) <input type="checkbox"/> Note: To report additional accounting and appropriations data use EPA Form 1900-69A.										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period: 07/01/2016 To 06/30/2017                      Cost/Fee:                      LOE:										
This Action:										
Total:										
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:                      Cost/Fee                      LOE:										
Cumulative Approved:                      Cost/Fee                      LOE:										
Work Assignment Manager Name Sandra Somoza							Branch/Mail Code:			
_____ (Signature)                      (Date)							Phone Number: 734-214-4704			
Project Officer Name Greg Piotrowski							FAX Number:			
_____ (Signature)                      (Date)							Branch/Mail Code:			
Other Agency Official Name							Phone Number: 734-214-4493			
_____ (Signature)                      (Date)							FAX Number: 734-214-4053			
Contracting Official Name Sandra Savage							Branch/Mail Code:			
_____ (Signature)                      (Date)							Phone Number: 513-487-2046			
_____ (Signature)                      (Date)							FAX Number:			

## Performance Work Statement

Title: HD & NR Certification and Compliance  
Monitoring Tasks

Contractor and Contract Number: EP-C-16-012

Work Assignment Number: **0-07**

Period of Performance: Issuance to 6/30/2017

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## I. BACKGROUND

Every year, engine manufacturers from diverse industries submit a large number of reports on the characteristics of their production and their activities in the US market. These reports are submitted to fulfill the requirements of a number of certification and compliance programs authorized under Title II of the Clean Air Act (CAA, the Act), including:

1. Certification of Compliance with Emission Requirements
2. Average, Banking and Trading (AB&T)
3. Production Line Testing (PLT)
4. Annual Production
5. In-use Testing,
6. Transition Program for Equipment Manufacturers (TPEM)

The programs have different purposes, deadlines and reporting requirements. Program characteristics and requirements may also vary among industries. Due to the large amount of data received, EPA requires that standard templates be developed for data submission and tracking systems be established and operated. Proper tracking and monitoring will assist EPA in making compliance determinations and help promote the integrity of these important programs.

The purpose of this work assignment is to support the certification and compliance data management needs of the Diesel Engine Compliance Center (DECC) and the Gasoline Engine Compliance Center (GECC), within the Compliance Division (CD). Table A lists the industries under the purview of DECC and GECC, as well as the Part of the Code of Federal Regulations that contains the applicable regulations.

Table A  
Nonroad Engines and Vehicle Emissions Regulations

Industry	40 CFR Part
Heavy-Duty Engines (HD)	85, 86
Nonroad Compression-Ignition Engines (NRCI)	89, 1039
Small Spark-Ignition Engines (small SI)	90, 1054
Large Spark-Ignition Engines (Large SI)	1048
Marine Compression-Ignition Engines (Marine CI)	94, 1042
Marine Spark-Ignition Engines (Marine SI)	91, 1045
Locomotives	92, 1033
Stationary Engines – SI and CI	60
Evaporative Requirements	1060
Recreational Vehicles	1051
On-highway motorcycles	85, 86
General Provisions – apply to most nonroad categories	1068

Under Contract EP-C-06-003, SRA developed reporting templates and a tracking system, the Compliance Database, for certain industry sectors and programs. EPA requires that this work be maintained and enhanced. The Contractor shall familiarize itself with the regulations enumerated in Table A above, and become familiar with regulatory changes that affect the Tasks in II, below.

Due to EPA's budgetary and programmatic structure, compliance programs (AB&T, PLT, Production and In-use Testing) and TPEM are considered separate programs. Even though they are housed in the same database, the term 'Compliance Database' shall refer only to the portions of the database that relate to AB&T, PLT, Production and In-use (see tasks 2 through 4 of this PWS). The term 'TPEM database' or 'TPEM tracking system' shall refer to the TPEM section of the database use (see tasks 5 through 7 of this PWS). The Contractor shall distinguish between the two subsystems when charging hours to each task. Work that supports both the Compliance Database and the TPEM tracking system must be allocated between these two databases.

## **II. CONTRACT LEVEL PERFORMANCE WORK STATEMENT REFERENCE**

The tasks to be performed under this work assignment are consistent with the work authorized in sections A, B, C, D and E of the contract's Performance Work Statement.

### **Task 1: Work Assignment Progress Report & Project Management**

The Contractor shall attend bi-weekly meetings via conference call, with the WA COR and EPA personnel to deliver status reports to discuss progress on each of the tasks under this work assignment. Twice a year, the WA COR may request, via technical direction, that the Contractor visit EPA offices for face-to-face meetings.

### **Task 2: Maintenance of Existing Templates and Database**

The Contractor shall continue to maintain, refine and test the templates and the Compliance Database as directed by the WA COR via written technical direction.

#### **Subtask A – Existing Templates**

EPA makes all compliance templates available at <http://www.epa.gov/otaq/certdat2.htm> for engine manufacturers' use. As manufacturers use the templates, they sometimes find errors or issues with their functionality. The Contractor shall assist the WA COR in addressing any questions or comments received from manufacturers or EPA staff as well as regulatory changes related to the data collected in the templates. When directed by the WA COR via written technical direction, the Contractor shall update the templates accordingly.

If the regulations change during the year, the Contractor shall modify existing templates to reflect such changes. The Contractor shall also update the Compliance Database to reflect changes to the templates, as described below.



At a minimum, the Contractor shall address the following issues which the WA COR has identified:

- The contractor shall update the NRSI ABT template to remove the transitional provisions that no longer apply.
- The contractor shall modify the reporting of traded credits on the NRSI ABT template to provide clearer instructions on how to document such trades. The Contractor shall implement such modifications/improvements to other industries' ABT programs, such as NRCI ABT.
- The contractor shall update the Marine SI and Large SI PLT templates to incorporate changes such as onscreen error/warning messages and review of pass/fail determination to determine consistency with regulations. The Contractor shall identify other industries where such changes should also be implemented, such as Marine CI PLT.

#### Subtask B – Existing Database Features

The Contractor shall ensure that all aspects of the Compliance Database work correctly and shall notify the WA COR if any issues arise. The Contractor shall update the Compliance Database to reflect changes made to the templates under Subtask A of this Task and comments received from database users, as directed by the WA COR through technical direction

At a minimum, the Contractor shall address the following issues which the WA COR has identified:

- The Contractor shall modify the NRSI & MCI PLT output reports to add two columns. One is Standard Deviation and the second is Number of Quarterly reports per family.
- The Contractor shall confirm that Valid Count, Invalid Count and Required Count columns in the NRSI & MCI PLT output report are determined correctly.
- The Contractor shall provide a database view of only engine families that were certified.
- The Contractor shall add ability to attach older files but not upload the data (as a record preservation measure). For example, users should be able to upload PLT reports not already in the system for previous model years/quarters, without replacing up-to-date PLT data already shown in the system.
- The Contractor shall, for PLT, ABT & In-use, add a manual check to indicate when an engine manufacturer claims an exemption for a particular engine family.
- The Contractor shall add the ability to indicate if a new file is an amendment to a previously submitted file.
- The Contractor shall fine tune the “Manufacturer Summary Report” to clarify what Model Year (MY) the data shown is for and to make it more user friendly. This includes:
  - Adding a field to show the MY or MYs the data shown refers to.
  - Fixing the page so that Production data and PLT data shows correctly. Currently, the page is shows no data for certain manufacturers and MY even though the data does exists in the system, especially if the option “2009 and beyond” is chosen when generating the report/page.

- Reformatting the page so it is easier to read. The WA COR will provide specific changes that need to be made to the page.
- The Contractor shall add back buttons throughout the system to aid navigation. It's missing from some pages. The WA COR will provide a list of places where the back button is still missing.

### Task 3: Processing and Analysis of Compliance Reports, and Transition to In-house Personnel

#### Subtask A - Receiving and Processing Reports and Transition to EPA In-house Personnel

Under this task, the contractor shall:

- Train EPA personnel on how to delete database records created by mistake and other maintenance tasks. This includes providing a sample script needed to request deletions.
- The Contractor shall assist EPA with processing reports that cannot be submitted via the Verify Document Module.
- The Contractor shall provide support with upload procedures.
- The contractor shall provide to the WA COR the software code for templates and databases developed as a contract deliverable.

#### Subtask B - Report Analysis

Upon receipt of written technical direction issued by the WA COR, the Contractor shall generate reports and analyses. These reports and analyses include:

- Reports regarding the issues that prevent compliance reports from being submitted through Verify, trends and recommendations on how to address those issues. Identify and resolve data processing and maintenance issues that arise.
- Reports alerting EPA of any noncompliance, such as failed in-use or PLT tests, found in compliance reports received from manufacturers if such report is not already encoded in the database and if the potential noncompliance is detected during the course of other work on the system
- A list of manufacturers which are and are not submitting AB&T, PLT and In-use reports.
- Data items that manufacturers are not submitting in their reports despite requirements to include same in the applicable regulations.
- A list of common errors or data quality control issues with report submissions.
- Trends the Contractor may notice during the process of uploading and analyzing information that could be a compliance concern.
- A compliance analysis, per industry and model year, on compliance levels, credits accumulated/used, manufacturers which have not submitted reports in the last five years.
- Reports needed for CD's Annual Compliance Report, such as a list of manufacturers participating in AB&T per industry, credits accumulated/used/traded; PLT trends, In-use trends, compliance margin for all industries and programs.
- Reports on total number of engines tested by manufacturers for a given model year and their mean emissions level for a specific pollutant.

- Reports on annual production and AB&T data per manufacturer and/or power category not already encoded in the database
- Provide assistance locating records requested under the Freedom of Information Act or records not originally uploaded to the database that are in possession of the Contractor.

The contractor shall provide to the WA COR the software code for templates and databases developed as a contract deliverable.

#### Task 4: Transition Program for Equipment Manufacturers (TPEM) Tracking System – Development of New TPEM Templates and Database Features

Under previous work assignments, the Contractor developed a database and templates for the Transition Program for Equipment Manufacturers (TPEM – 40 CFR 1039.625 & 1039.626). This database is referred to as the ‘TPEM Tracking System.’ The templates are Excel-based and are used by engine and equipment manufacturers to submit compliance reports. The data collected in the templates is then uploaded and housed in the TPEM Tracking System. Under this task, the Contractor shall continue to enhance the database and create new templates as directed by the WA COR via written technical direction.

##### Subtask A – New features

The Contractor shall create and deploy scripts so data from the new templates for importers can be uploaded into the TPEM Tracking System. The Contractor shall also create the corresponding database screens and reports. At minimum, the Contractor shall:

- Create a new user role that would allow the user to access only the TPEM portion of the database

#### Task 5: Transition Program for Equipment Manufacturers (TPEM) Database Development and Maintenance

The Contractor shall continue to maintain, refine and test TPEM templates and the TPEM Tracking System in accordance with requirements and specifications provided by the WA COR via written technical direction.

##### Subtask A – Existing Templates

EPA makes all TPEM templates available at <http://www.epa.gov/otaq/certdat2.htm#tpem> for engine and equipment manufacturers’ use. As manufacturers use the templates, they sometimes find errors or issues with their functionality. The Contractor shall assist the WA COR in addressing any comments received from manufacturers or EPA staff as well as regulatory changes. The Contractor shall finalize the templates for importer notifications and annual reports. When directed by the WA COR via written technical direction, the Contractor shall update other existing templates accordingly. If the regulations change during the year, the Contractor shall modify existing templates to reflect such changes. The Contractor shall also update the TPEM Tracking System to reflect changes to the templates.

## Subtask B – Existing Database Features

The Contractor shall ensure that all aspects of the TPEM Tracking System work correctly and shall notify the WA COR if any issues arise. The Contractor shall update the Tracking System to reflect changes made to the templates under Subtask A of this Task and comments received from users, as directed by the WA COR through technical direction

The WA COR has identified the following issues, which the Contractor shall address under this task:

- The Contractor shall update labels used throughout the system for consistency with regulatory language to avoid confusing concepts. For example, the TPEM Manufacturer Home Page and Summary Page still use the label “Estimated Number of Exempted Engines.” The correct term is “Notification of Participation.”
- The Contractor shall update report flags to look for presence of an Equipment Manufacturer Notification, not “estimated volumes” (and update the corresponding field labels to reflect this change).
- The Contractor shall correct all drop-down menus for consistency – Drop-down menus are disorganized and inconsistent throughout the TPEM Tracking System. Their content shall be organized in alphabetical order (by name, not code) in the same manner as the drop-down menus are organized in the Compliance Database.
- The Contractor shall add a checkbox that must be clicked if a re-upload is done
  - For re-uploads/amendments, have system add new power categories without deleting existing ones
  - For re-uploads/amendments, update volume of existing power categories
- The Contractor shall add the ability to identify TPEM participation period (general or delayed) per power category.
- The Contractor shall add a button to indicate when an equipment manufacturer has ended their participation in TPEM.
- The Contractor shall amend the “Equipment Manufacturer Home” page to include importers data/button or create an “Importers Home” page.
- The Contractor shall amend, as needed, all views and drop-down menus to include importers and their documents.
- The Contractor shall work with the WA COR to identify and delete/merge duplicate records in the database.

## Task 6: Transition to In-house Personnel and TPEM Reports and Analyses

The Contractor shall train EPA in-house personnel in all aspects of TPEM data uploading and processing.

### Subtask A – Transition to EPA In-house Personnel

The Contractor shall train EPA personnel designated by the WA COR, via written technical direction, in all aspects of data/records management, such as uploading files, deleting records created by mistake and other maintenance tasks. The goal is for the designated EPA personnel to be able to manage day-day database operations and data quality control without the intervention of the Contractor.

Upon receipt of technical direction from the WA COR, the Contractor shall upload historical notifications and reports that EPA personnel are not able to upload as well as data about any participant gained through the processing of hardship relief requests under Task 8 of this PWS.

The contractor shall provide to the WA COR the software code for templates and databases developed as a contract deliverable.

#### Subtask B – Reports and Analyses

Upon receipt of technical direction from the WA COR, the Contractor shall generate reports and analyses, including:

- Reports that cross-reference data submitted by equipment manufacturers with information submitted by engine manufacturers or other sources to verify compliance with the limits of the program;
- Make recommendations on how to better track TPEM new requirements;
- Alert EPA when noncompliance is apparent or suspected, or when a policy issues arise;
- Download existing data from the database for reports not already encoded in the database, such as a list of TPEM participants email and mailing addresses or participant production per power category;
- Provide assistance locating records requested under the Freedom of Information Act or records not originally uploaded to the database that are in possession of the Contractor.

#### Task 7: Support Processing Hardship Relief Requests

Equipment manufacturers who participate in the Transition Program for Equipment Manufacturers (TPEM) may apply for a limited increase in TPEM allowances if they face serious hardship. EPA can grant relief when the causes for hardship are either economic or technical in nature. Economic hardship relief is codified at 40 CFR Part 1039.630. Technical hardship relief is codified at 40 CFR Part 1039.625(m). Additional information on these and other types of hardship relief provisions are found at: <http://www.epa.gov/otaq/regs/hardship-exemptions/hardship.htm#engine>. EPA is in the process of posting a new webpage dedicated to TPEM hardship relief requests exclusively. At the moment, that webpage is available on our staging server at <http://staging.epa.gov/otaq/tpem-hardship.htm>. Annually, DECC receives approximately 11 TPEM-related hardship relief requests.

To qualify for hardship relief, equipment manufacturers must submit an application package consisting of the following:

- Hardship Relief Pre-Screening Tool (EPA-issued form)
- TPEM hardship Relief Request Application Questionnaire (EPA-issued form)

- Documentation supporting their answers
- Their last TPEM Annual Report
- PDF copies of all documents submitted.

Applications received by EPA go through a 2-phase review process (see <http://staging.epa.gov/otaq/tpem-hardship.htm#process>). First, a preliminary review is conducted to verify that the application package is complete. If a manufacturer does not submit all required forms, information and supporting documentation, their application is automatically rejected and sent back to the applicant. During the second phase, an EPA analyst conducts an in-depth review of the application. As a result of the EPA analyst's review and, EPA management decides whether to approve or deny the request.

DECC needs assistance with Phase 1 of the review process, specifically in the following areas:

- (a) Disseminating information to potential applicants and the public regarding the process EPA uses to receive and evaluate requests.
- (b) Providing Phase 1 review of hardship relief applications to ensure that they are complete.
- (c) Documenting the application process and the applicant's TPEM participation in the TPEM Tracking Tool.

#### Subtask A – Dissemination of information to potential applicants

The Contractor shall:

- Familiarize themselves with the TPEM hardship relief website, TPEM hardship relief forms and applicable regulations as cited above.
- Continue to staff a “TPEM Hardship Relief Help Desk” to serve as point of contact for potential applicants and the public via email and phone. Through this Help Desk, the Contractor shall provide the following services:
  - Direct applicants to the EPA website for general information and to download relevant documents.
  - Explain the application and review process to potential applicants and answer general questions.
  - The Contractor shall answer questions from the public related to potential FOIA requests and direct them to EPA's FOIA online tool at <https://foiaonline.regulations.gov/foia/action/public/home>. The Contractor shall also “collect, organize and catalog data in support of Freedom of Information Act requests and federal enforcement actions”
- The Contractor shall assist EPA with updating the content of the Agency's hardship relief request website.

#### Subtask B – Support with Phase 1 Review

EPA will receive applications via email or by mail. EPA will forward the applications to the Contractor. Upon receiving a hardship relief request, the Contractor shall, within five business days:

- Send the applicant an email acknowledging receipt of the application.
- Conduct a preliminary review for completeness, making sure that all questions have been answered and all required documentation is attached.
- If an application is not complete, the Contractor shall email the applicant to let them know that their application is not complete and, therefore, will not be evaluated by DECC staff. The Contractor shall indicate what documents and/or information is missing so that the applicant can complete the application and resubmit if they so choose.
- If the Contractor detects any noncompliance in the course of its review the Contractor shall notify the WA COR immediately.
- Once an application is complete, the Contractor shall, within two weeks:
  - Notify the applicant via email that their application is complete and will be forwarded to DECC for evaluation.
  - Contact the CD's web officer to add the requestor's name to the list of open applications available on the TPEM Hardship Relief website.
  - Prepare a summary report of the application.
    - The summary shall include relevant charts, be submitted in Word or Power Point (a format that allows for EPA analysts to add comments/corrections) and shall be emailed to the WA COR. As information is received/requested, the Contractor may need to submit more than one summary.
  - Perform, a review of the following:
    - The Contractor shall check the TPEM database and report if all notifications and annual reports appear in the database.
    - Verify the ownership structure of the applicant company through a simple review of their website and other data readily available over the internet. Both TPEM and TPEM hardship relief is only available at the parent company level.
    - Verify the applicant's product line. This verification shall be done through information available in the internet.
  - Once the summary report of the application is complete, the Contractor shall forward it along with a PDF copy of the complete application to the WA COR via email. The application will then be assigned to a DECC analyst for review.
    - The Contractor shall deliver all originals to the WA COR, for archiving.
  - If DECC analysts have general questions or require additional information, the Contractor shall assist in communicating with the applicants to obtain that information.

#### Subtask C – Recordkeeping

Throughout the process, the Contractor shall document all communications with the applicants, upload all hardship relief request documents, TPEM documents and relevant communications into the TPEM Tracking System. After EPA has issued its final decision on an application, the Contractor shall collect from the DECC analyst(s) who processed the application any documentation that the analyst(s) wish(es) to preserve and upload it in TPEM Tracking Tool.



If issues with the Tracking System data are found (such as duplicate records, sister companies participating with separate allowances, etc), the Contractor shall inform the WA COR. The contractor shall only implement a fix (merge and delete duplicate records, etc), as directed by the WA COR via written technical direction. The Contractor shall create a report in the TPEM Tracking Tool that allows EPA staff to search for hardship relief requests and access individual companies' hardship relief records independent of the existing TPEM reports

#### Subtask D – Reports and Recommendations

- The Contractor shall submit to the WA COR via email, a bi-monthly report of all the requests the Contractor is working on and their status. The Contractor shall participate in monthly meetings, via teleconference or conference call, to discuss the status of the hardship relief requests the Contractor is working on.
- Also, as the Contractor gains experience with the program and tools provided by DECC (tools such as the website, check lists and the TPEM Tracking Tool), the Contractor shall submit recommendations for the improvement of the process and tools, reduce waste (in time and resources), and improve applicants' awareness. If the WA COR approves those recommendations via written technical direction, the Contractor shall implement them. The Contractor shall also submit recommendations on ways to improve the TPEM Tracking Tool so it better reflects the information gathered throughout the hardship relief process and related TPEM usage review.

#### Task 8: Support with FileMaker Pro Databases

DECC owns and manages some FileMaker Pro-based databases ("FMPro databases"), as well as the server that houses those databases. DECC uses the FMPro databases to receive and process heavy-duty (HD) engine certification applications as well as emissions defect and recall reports for all industries. The databases also contains historical engine certification data for all the industries under DECC and GECC's purview.

The Contractor shall provide technical support to clean up code, resolve connection issues between the server and DECC user stations, fix or develop templates, and assist DECC personnel with user-related issues.

The Contractor shall provide a File Maker Pro expert to diagnose and correct the problem. The File Maker Pro expert shall diagnose the issue within 72 hours of receiving notification of a system failure. After the diagnosis is made, the contractor shall provide a plan on how to correct the problem. The WA COR, will then direct the Contractor via written technical direction whether to implement the corrective plan.

### **III. PROJECT REPORTING**

#### Monthly Status Report

The Contractor shall provide monthly status reports tracking the progress on each of the tasks under this work assignment.



#### End of Work Assignment Period of Performance Status Report

At the end of the Work Assignment Period of Performance, the Contractor shall provide a status report, either as one of the monthly reports described above or as a separate report that breaks out costs by task. The Contractor shall keep track and report information pertaining to HD/NRCI and NRSI separately. This applies to both the Monthly Status Report and the End of Project Period Status Report as well as to any other report the Contractor submits.

#### IV. DELIVERY SCHEDULE AND MILESTONES

The Contractor shall complete deliverables in accordance with the schedule below.

Task	Milestones/Deliverables	Date
1	Work assignment progress report	Monthly
1	Biweekly Meetings	Biweekly
2(A)	Existing Template and Database Maintenance	Ongoing
2(B)	List of items provided in Subtask 2(B)	By July 29, 2016
3(A)	Compliance Reports – Processing and Analysis	As needed
3(A)	Training of EPA personnel on database report deletions	As needed
3(B)	Various reports	Within 10 business days of receiving technical direction by WA COR
4(A)	Database Development	As needed
4(A)	Capability to upload new templates into Tracking System	As needed
5(A)	Existing TPEM Templates and Tracking System	As needed
5(B)	List of fixes provided in Subtask B	By July 29, 2016
6(A)	TPEM Transition to EPA personnel and reports	As needed
6(B)	Various reports	As needed
7(A)	Staff TPEM Helpdesk	Ongoing
7(A)	Support Processing Hardship relief requests	Ongoing
7(B)	Phase 1 processing of hardship relief requests	Ongoing
7(C)	Status report regarding hardship relief requests the Contractor is working on	Bimonthly
8	Support with FileMaker Pro databases	As needed
	All Software code for templates and databases developed under this work assignment.	Ongoing

#### IV. DISTRIBUTION AND FORMAT OF DELIVERABLES

All deliverables, including status reports between the Contractor and the Government, shall be delivered in an electronic format to the WA COR & CL COR.

The following applies to all tasks under this effort unless otherwise specified by the WA COR during performance of that task.

The Contractor shall deliver all draft, and final reports, briefing materials and minutes, data sets, etc. in electronic format (HTML, Visio, Microsoft Word, Acrobat, etc. as appropriate) via a delivery service or electronic mail.

The Contractor shall submit a Letter of Transmittal with each deliverable, unless otherwise noted, which includes, at a minimum, the task/deliverable identified, type (draft or final), due date, submission date, deliverable name, and name of the WA COR.

## **V. INSPECTION AND ACCEPTANCE CRITERIA**

The WA COR will review deliverables for technical content, completeness, and grammar. Final inspection, testing and acceptance of all reports, documents and other deliverables will be performed by the WA COR.

<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: center;"> <h1 style="margin: 0;">EPA</h1> </div> <div style="text-align: center;"> <p>United States Environmental Protection Agency Washington, DC 20460</p> <h2 style="margin: 0;">Work Assignment</h2> </div> </div>		<p>Work Assignment Number 0-07</p>								
		<input type="checkbox"/> Other <input checked="" type="checkbox"/> Amendment Number: 000001								
Contract Number EP-C-16-012	Contract Period   07/01/2016   To   06/30/2017 Base   X                      Option Period Number	Title of Work Assignment/SF Site Name Support for TP EM								
Contractor SRA INTERNATIONAL, INC.		Specify Section and paragraph of Contract SOW C & D								
Purpose: <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input checked="" type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval		Period of Performance  From   07/14/2016   To   06/30/2017								
Comments:										
<input type="checkbox"/> Superfund                      Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO <input type="checkbox"/> Note: To report additional accounting and appropriations date use EPA Form 1900-69A. (Max 2)										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period: 07/01/2016   To   06/30/2017		Cost/Fee:		LOE:   0						
This Action:				0						
Total:				0						
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee		LOE:				
Cumulative Approved:				Cost/Fee		LOE:				
Work Assignment Manager Name   Nydia Reyes-Morales  <div style="display: flex; justify-content: space-between;"> <div>_____</div> <div>_____</div> </div> <div style="display: flex; justify-content: space-between;"> <div>(Signature)</div> <div>(Date)</div> </div>						Branch/Mail Code:				
						Phone Number: 202-343-9264				
Project Officer Name   Greg Piotrowski  <div style="display: flex; justify-content: space-between;"> <div>_____</div> <div>_____</div> </div> <div style="display: flex; justify-content: space-between;"> <div>(Signature)</div> <div>(Date)</div> </div>						FAX Number:				
						Branch/Mail Code:				
Other Agency Official Name  <div style="display: flex; justify-content: space-between;"> <div>_____</div> <div>_____</div> </div> <div style="display: flex; justify-content: space-between;"> <div>(Signature)</div> <div>(Date)</div> </div>						Phone Number: 734-214-4493				
						FAX Number: 734-214-4053				
Contracting Official Name   Sandra Savage  <div style="display: flex; justify-content: space-between;"> <div>_____</div> <div>_____</div> </div> <div style="display: flex; justify-content: space-between;"> <div>(Signature)</div> <div>(Date)</div> </div>						Branch/Mail Code:				
						Phone Number: 513-487-2046				
						FAX Number:				
						Branch/Mail Code:				
						Phone Number:				
						FAX Number:				

## Performance Work Statement

Title: Support for the Transition Program for Equipment Manufacturers (Amendment #1)

Contractor and Contract Number: EP-C-16-012

Work Assignment Number: **0-07**

Period of Performance: Issuance to 6/30/2017

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Contract Level COR: Greg Piotrowski  
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## **I. BACKGROUND**

EPA is amending the PWS previously submitted for the current contract period to reflect changes in our support needs. Specifically, we are removing tasks related to the Compliance Database (former Task 2 “Maintenance of Existing Templates and Database,” and former Task 3 “Processing and Analysis of Compliance Reports, and Transition to In-house Personnel”). Only tasks related to the TPEM Tracking System and FileMaker Pro Database (former tasks 4 through 8) remain. We are also removing one TPEM-related subtask (creation of a new user role for the TPEM Tracking System under former Task 4, subtask A) to better reflect the available budget. Sections I “Background” and IV “Delivery Schedule and Milestones” as well as the title of this document have been updated accordingly.

When EPA establishes new regulations with tighter engine emission standards, engine manufacturers often need to change the design of their engines to achieve the required emissions reductions. Consequently, original equipment manufacturers (OEMs) may also need to redesign their products to accommodate these engine design changes. Sometimes, OEMs have trouble making the necessary adjustments by the effective date of the regulations. In an effort to provide OEMs with some flexibility in complying with the regulations, EPA created the Transition Program for Equipment Manufacturers (TPEM). Under this program, OEMs are allowed to delay compliance with the new standards for up to seven years as long as they comply with certain limitations. To participate in the program, interested OEMs must register by submitting a notification of participation to EPA. Participating OEMs as well as the engine manufacturers that provide the noncompliant engines are required to submit annual reports of their activities under the program. Participants may also apply for hardship relief if serious economic or technical challenges prevent them from transitioning out of TPEM on the schedule prescribed by the regulations. The program only applies to nonroad compression ignition industry under 40 CFR Part 1039 under the purview of the Diesel Engine Compliance Center (DECC), Compliance Division, Office of Transportation and Air Quality.

Under Contract EP-C-06-003, the Contractor developed reporting templates and a database, the ‘TPEM Tracking System,’ to manage documentation submitted to EPA by TPEM participants. It also established and manned the TPEM Hardship Relief Help Desk. EPA requires that this work be maintained and enhanced. In order to perform these tasks, the Contractor shall familiarize itself with TPEM regulations at 40 CFR Part 1039.625 and 1039.626.

## **II. CONTRACT LEVEL PERFORMANCE WORK STATEMENT REFERENCE**

The tasks to be performed under this work assignment are consistent with the work authorized in sections A, B, C, D and E of the contract’s Performance Work Statement.

### Task 1: Work Assignment Progress Report & Project Management

The Contractor shall attend bi-weekly meetings via conference call, with the WA COR and EPA personnel to deliver status reports to discuss progress on each of the tasks under this work assignment. Twice a year, the WA COR may request, via technical direction, that the Contractor visit EPA offices for face-to-face meetings.

### Task 2: Transition Program for Equipment Manufacturers (TPEM) Tracking System – Development of New TPEM Templates and Database Features

Under previous work assignments, the Contractor developed a database and templates for the Transition Program for Equipment Manufacturers (TPEM – 40 CFR 1039.625 & 1039.626). This database is referred to as the ‘TPEM Tracking System.’ The templates are Excel-based and are used by engine and equipment manufacturers to submit compliance reports. The data collected in the templates is then uploaded and housed in the TPEM Tracking System. Under this task, the Contractor shall continue to enhance the database and create new templates as directed by the WA COR via written technical direction.

#### Subtask A – New features

The Contractor shall create and deploy scripts so data from the new templates for importers can be uploaded into the TPEM Tracking System. The Contractor shall also create the corresponding database screens and reports.

### Task 3: Transition Program for Equipment Manufacturers (TPEM) Database Development and Maintenance

The Contractor shall continue to maintain, refine and test TPEM templates and the TPEM Tracking System in accordance with requirements and specifications provided by the WA COR via written technical direction.

#### Subtask A – Existing Templates

EPA makes all TPEM templates available at <http://www.epa.gov/otaq/certdat2.htm#tpem> for engine and equipment manufacturers’ use. As manufacturers use the templates, they sometimes find errors or issues with their functionality. The Contractor shall assist the WA COR in addressing any comments received from manufacturers or EPA staff as well as regulatory changes. The Contractor shall finalize the templates for importer notifications and annual reports. When directed by the WA COR via written technical direction, the Contractor shall update other existing templates accordingly. If the regulations change during the year, the Contractor shall modify existing templates to reflect such changes. The Contractor shall also update the TPEM Tracking System to reflect changes to the templates.

#### Subtask B – Existing Database Features

The Contractor shall ensure that all aspects of the TPEM Tracking System work correctly and shall notify the WA COR if any issues arise. The Contractor shall update the Tracking System to reflect changes made to the templates under Subtask A of this Task and comments received from users, as directed by the WA COR through technical direction

The WA COR has identified the following issues, which the Contractor shall address under this task:

- The Contractor shall update labels used throughout the system for consistency with regulatory language to avoid confusing concepts. For example, the TPEM Manufacturer Home Page and Summary Page still use the label “Estimated Number of Exempted Engines.” The correct term is “Notification of Participation.”
- The Contractor shall update report flags to look for presence of an Equipment Manufacturer Notification, not “estimated volumes” (and update the corresponding field labels to reflect this change).
- The Contractor shall correct all drop-down menus for consistency – Drop-down menus are disorganized and inconsistent throughout the TPEM Tracking System. Their content shall be organized in alphabetical order (by name, not code) in the same manner as the drop-down menus are organized in the Compliance Database.
- The Contractor shall add a checkbox that must be clicked if a re-upload is done
  - For re-uploads/amendments, have system add new power categories without deleting existing ones
  - For re-uploads/amendments, update volume of existing power categories
- The Contractor shall add the ability to identify TPEM participation period (general or delayed) per power category.
- The Contractor shall add a button to indicate when an equipment manufacturer has ended their participation in TPEM.
- The Contractor shall amend the “Equipment Manufacturer Home” page to include importers data/button or create an “Importers Home” page.
- The Contractor shall amend, as needed, all views and drop-down menus to include importers and their documents.
- The Contractor shall work with the WA COR to identify and delete/merge duplicate records in the database.

#### Task 4: Transition to In-house Personnel and TPEM Reports and Analyses

The Contractor shall train EPA in-house personnel in all aspects of TPEM data uploading and processing.

##### Subtask A – Transition to EPA In-house Personnel

The Contractor shall train EPA personnel designated by the WA COR, via written technical direction, in all aspects of data/records management, such as uploading files, deleting records created by mistake and other maintenance tasks. The goal is for the designated EPA personnel to be able to manage day-day database operations and data quality control without the intervention of the Contractor.



Upon receipt of technical direction from the WA COR, the Contractor shall upload historical notifications and reports that EPA personnel are not able to upload as well as data about any participant gained through the processing of hardship relief requests under Task 8 of this PWS.

The contractor shall provide to the WA COR the software code for templates and databases developed as a contract deliverable.

#### Subtask B – Reports and Analyses

Upon receipt of technical direction from the WA COR, the Contractor shall generate reports and analyses, including:

- Reports that cross-reference data submitted by equipment manufacturers with information submitted by engine manufacturers or other sources to verify compliance with the limits of the program;
- Make recommendations on how to better track TPEM new requirements;
- Alert EPA when noncompliance is apparent or suspected, or when a policy issues arise;
- Download existing data from the database for reports not already encoded in the database, such as a list of TPEM participants email and mailing addresses or participant production per power category;
- Provide assistance locating records requested under the Freedom of Information Act or records not originally uploaded to the database that are in possession of the Contractor.

#### Task 5: Support Processing Hardship Relief Requests

Equipment manufacturers who participate in the Transition Program for Equipment Manufacturers (TPEM) may apply for a limited increase in TPEM allowances if they face serious hardship. EPA can grant relief when the causes for hardship are either economic or technical in nature. Economic hardship relief is codified at 40 CFR Part 1039.630. Technical hardship relief is codified at 40 CFR Part 1039.625(m). Additional information on these and other types of hardship relief provisions are found at: <http://www.epa.gov/otaq/regs/hardship-exemptions/hardship.htm#engine>. EPA is in the process of posting a new webpage dedicated to TPEM hardship relief requests exclusively. At the moment, that webpage is available on our staging server at <http://staging.epa.gov/otaq/tpem-hardship.htm>. Annually, DECC receives approximately 11 TPEM-related hardship relief requests.

To qualify for hardship relief, equipment manufacturers must submit an application package consisting of the following:

- Hardship Relief Pre-Screening Tool (EPA-issued form)
- TPEM hardship Relief Request Application Questionnaire (EPA-issued form)
- Documentation supporting their answers
- Their last TPEM Annual Report
- PDF copies of all documents submitted.

Applications received by EPA go through a 2-phase review process (see

<http://staging.epa.gov/otaq/tpem-hardship.htm#process>). First, a preliminary review is conducted to verify that the application package is complete. If a manufacturer does not submit all required forms, information and supporting documentation, their application is automatically rejected and sent back to the applicant. During the second phase, an EPA analyst conducts an in-depth review of the application. As a result of the EPA analyst's review and, EPA management decides whether to approve or deny the request.

DECC needs assistance with Phase 1 of the review process, specifically in the following areas:

- (a) Disseminating information to potential applicants and the public regarding the process EPA uses to receive and evaluate requests.
- (b) Providing Phase 1 review of hardship relief applications to ensure that they are complete.
- (c) Documenting the application process and the applicant's TPEM participation in the TPEM Tracking Tool.

#### Subtask A – Dissemination of information to potential applicants

The Contractor shall:

- Familiarize themselves with the TPEM hardship relief website, TPEM hardship relief forms and applicable regulations as cited above.
- Continue to staff a "TPEM Hardship Relief Help Desk" to serve as point of contact for potential applicants and the public via email and phone. Through this Help Desk, the Contractor shall provide the following services:
  - Direct applicants to the EPA website for general information and to download relevant documents.
  - Explain the application and review process to potential applicants and answer general questions.
  - The Contractor shall answer questions from the public related to potential FOIA requests and direct them to EPA's FOIA online tool at <https://foiaonline.regulations.gov/foia/action/public/home>. The Contractor shall also "collect, organize and catalog data in support of Freedom of Information Act requests and federal enforcement actions"
- The Contractor shall assist EPA with updating the content of the Agency's hardship relief request website.

#### Subtask B – Support with Phase 1 Review

EPA will receive applications via email or by mail. EPA will forward the applications to the Contractor. Upon receiving a hardship relief request, the Contractor shall, within five business days:

- Send the applicant an email acknowledging receipt of the application.
- Conduct a preliminary review for completeness, making sure that all questions have been answered and all required documentation is attached.
- If an application is not complete, the Contractor shall email the applicant to let them know that their application is not complete and, therefore, will not be

evaluated by DECC staff. The Contractor shall indicate what documents and/or information is missing so that the applicant can complete the application and resubmit if they so choose.

- If the Contractor detects any noncompliance in the course of its review the Contractor shall notify the WA COR immediately.
- Once an application is complete, the Contractor shall, within two weeks:
  - Notify the applicant via email that their application is complete and will be forwarded to DECC for evaluation.
  - Contact the CD's web officer to add the requestor's name to the list of open applications available on the TPEM Hardship Relief website.
  - Prepare a summary report of the application.
    - The summary shall include relevant charts, be submitted in Word or Power Point (a format that allows for EPA analysts to add comments/corrections) and shall be emailed to the WA COR. As information is received/requested, the Contractor may need to submit more than one summary.
  - Perform, a review of the following:
    - The Contractor shall check the TPEM database and report if all notifications and annual reports appear in the database.
    - Verify the ownership structure of the applicant company through a simple review of their website and other data readily available over the internet. Both TPEM and TPEM hardship relief is only available at the parent company level.
    - Verify the applicant's product line. This verification shall be done through information available in the internet.
  - Once the summary report of the application is complete, the Contractor shall forward it along with a PDF copy of the complete application to the WA COR via email. The application will then be assigned to a DECC analyst for review.
    - The Contractor shall deliver all originals to the WA COR, for archiving.
  - If DECC analysts have general questions or require additional information, the Contractor shall assist in communicating with the applicants to obtain that information.

#### Subtask C – Recordkeeping

Throughout the process, the Contractor shall document all communications with the applicants, upload all hardship relief request documents, TPEM documents and relevant communications into the TPEM Tracking System. After EPA has issued its final decision on an application, the Contractor shall collect from the DECC analyst(s) who processed the application any documentation that the analyst(s) wish(es) to preserve and upload it in TPEM Tracking Tool.

If issues with the Tracking System data are found (such as duplicate records, sister companies participating with separate allowances, etc), the Contractor shall inform the WA COR. The contractor shall only implement a fix (merge and delete duplicate records, etc), as directed by the WA COR via written technical direction. The Contractor shall create a report in the TPEM Tracking Tool that allows EPA staff to search for hardship relief requests and access individual

companies' hardship relief records independent of the existing TPEM reports

#### Subtask D – Reports and Recommendations

- The Contractor shall submit to the WA COR via email, a bi-monthly report of all the requests the Contractor is working on and their status. The Contractor shall participate in monthly meetings, via teleconference or conference call, to discuss the status of the hardship relief requests the Contractor is working on.
- Also, as the Contractor gains experience with the program and tools provided by DECC (tools such as the website, check lists and the TPEM Tracking Tool), the Contractor shall submit recommendations for the improvement of the process and tools, reduce waste (in time and resources), and improve applicants' awareness. If the WA COR approves those recommendations via written technical direction, the Contractor shall implement them. The Contractor shall also submit recommendations on ways to improve the TPEM Tracking Tool so it better reflects the information gathered throughout the hardship relief process and related TPEM usage review.

#### Task 6: Support with FileMaker Pro Databases

DECC owns and manages some FileMaker Pro-based databases ("FMPro databases"), as well as the server that houses those databases. DECC uses the FMPro databases to receive and process heavy-duty (HD) engine certification applications as well as emissions defect and recall reports for all industries. The databases also contains historical engine certification data for all the industries under DECC and GECC's purview.

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### **III. PROJECT REPORTING**

#### Monthly Status Report

The Contractor shall provide monthly status reports tracking the progress on each of the tasks under this work assignment.

#### End of Work Assignment Period of Performance Status Report

At the end of the Work Assignment Period of Performance, the Contractor shall provide a status report, either as one of the monthly reports described above or as a separate report that breaks out costs by task. This applies to both the Monthly Status Report and the End of Project Period

Status Report as well as to any other report the Contractor submits.

#### **IV. DELIVERY SCHEDULE AND MILESTONES**

The Contractor shall complete deliverables in accordance with the schedule below.

<b>Task</b>	<b>Milestones/Deliverables</b>	<b>Date</b>
1	Work assignment progress report	Monthly
1	Biweekly Meetings	Biweekly
2(A)	Database Development	As needed
2(A)	Capability to upload new templates into Tracking System	By January 31, 2016
3(A)	Implement necessary fixes for the existing TPEM Templates	As needed
3(B)	List of fixes provided in Subtask B	By July 29, 2017
4(A)	TPEM Transition to EPA personnel and reports	As needed
4(B)	Various reports	As needed
5(A)	Staff TPEM Hardship Relief Help Desk	Ongoing
5(A)	Support Processing Hardship relief requests	Ongoing
5(B)	Phase 1 processing of hardship relief requests	Ongoing
5(C)	Status report regarding hardship relief requests the Contractor is working on	Bimonthly
7	Support with FileMaker Pro databases	As needed
	All Software code for templates and databases developed under this work assignment.	Ongoing

#### **IV. DISTRIBUTION AND FORMAT OF DELIVERABLES**

All deliverables, including status reports between the Contractor and the Government, shall be delivered in an electronic format to the WA COR & CL COR.

The following applies to all tasks under this effort unless otherwise specified by the WA COR during performance of that task.

The Contractor shall deliver all draft, and final reports, briefing materials and minutes, data sets, etc. in electronic format (HTML, Visio, Microsoft Word, Acrobat, etc. as appropriate) via a delivery service or electronic mail.

The Contractor shall submit a Letter of Transmittal with each deliverable, unless otherwise noted, which includes, at a minimum, the task/deliverable identified, type (draft or final), due date, submission date, deliverable name, and name of the WA COR.

#### **V. INSPECTION AND ACCEPTANCE CRITERIA**

The WA COR will review deliverables for technical content, completeness, and grammar. Final inspection, testing and acceptance of all reports, documents and other deliverables will be performed by the WA COR.

<b>EPA</b> United States Environmental Protection Agency Washington, DC 20460 <b>Work Assignment</b>		Work Assignment Number 0-13 <input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:								
Contract Number EP-C-16-012		Contract Period 07/01/2016 To 06/30/2017 Base <input checked="" type="checkbox"/> Option Period Number								
Contractor SRA INTERNATIONAL, INC.		Title of Work Assignment/SF Site Name Expand Fuels Program Support								
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval		Period of Performance From 07/20/2016 To 06/30/2017								
Comments: The contractor shall begin work upon receipt of WA.										
<input type="checkbox"/> Superfund		Accounting and Appropriations Data								
<input type="checkbox"/> SFO (Max 2)		<input checked="" type="checkbox"/> Non-Superfund								
Note: To report additional accounting and appropriations data use EPA Form 1900-69A.										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:		LOE:						
07/01/2016 To 06/30/2017										
This Action:										
Total:										
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:		Cost/Fee		LOE:						
Cumulative Approved:		Cost/Fee		LOE:						
Work Assignment Manager Name Edmund Coe						Branch/Mail Code:				
_____ (Signature) _____ (Date)						Phone Number: 202-564-8994				
						FAX Number:				
Project Officer Name Greg Piotrowski						Branch/Mail Code:				
_____ (Signature) _____ (Date)						Phone Number: 734-214-4493				
						FAX Number: 734-214-4053				
Other Agency Official Name						Branch/Mail Code:				
_____ (Signature) _____ (Date)						Phone Number:				
						FAX Number:				
Contracting Official Name Sandra Savage						Branch/Mail Code:				
_____ (Signature) _____ (Date)						Phone Number: 513-487-2046				
						FAX Number:				

## **EP-C-16-0012, Work Assignment 0-13**

### **PERFORMANCE WORK STATEMENT**

**Title:** Expand Fuels Program Support and Other  
OTAQ Support Tasks

**Contractor and Contract Number:** SRA  
EP-C-16-012

**Work Assignment Number:** 0-13

**Period of Performance:** Issuance – 06.30.17

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Email: [chiu.ann@epa.gov](mailto:chiu.ann@epa.gov)

## **I. BACKGROUND**

The Office of Transportation and Air Quality (OTAQ) is responsible for implementation of the Renewable Fuel Standard (RFS). The RFS regulations, currently in 40 CFR Part 80 Subpart K, are referred to as "RFS1" in this document. RFS1 was in effect September 2007 to June 30, 2010. Due to the passage of the Energy Independence and Security Act of 2007 (EISA) in December 2007, EPA was required to implement new regulations, referred to as "RFS2" in this document. RFS2 implementation began on July 1, 2010.

Under RFS1, credits called Renewable Identification Numbers, or RINs, were traded between parties. RFS1 RINs were the basic unit of compliance under the RFS program and consist of 38



digits that convey information about the RIN generator (renewable fuel producer or importer) and the batch of renewable fuel associated with the RIN. Under RFS2, RINs are still the basic unit of compliance but designed for easier generation and trade for regulated parties.

The EPA Moderated Transaction System (EMTS) was created to better support the RFS2 program and simplify RIN generation and transfer of RIN credits between renewable fuel producers, gasoline and diesel refiners, importers, exporters and non-obligated RIN owners. EMTS users submit RIN credits through the EPA Central Data Exchange (CDX) environment and EMTS monitors and logs these transactions and conduct checks, for the purpose of identifying and preventing discrepancies from established transaction rules. The EMTS was deployed to production in 2010 and is used by an established base of industry users, of which some are already participating with the RFS1 program. Currently, EMTS has processed more than 8 million transactions for over 400 registered industry users and 1000 companies. The system assists more than 425,000 RIN credits transactions each month.

The EMTS has different levels of user interaction for performing transactions on RINs. Transactions can be performed via web interface or EPA exchange network. For the exchange network, a party must have an exchange node or exchange node client set up. However to set up either a node or node client requires technical assistance from EPA and CDX contractors. EPA will need to continually help industry set up an exchange network interaction in order to facilitate more batch industry reporting.

Currently, CD has a centralized support desk to help manage and maintain better transparency and limit redundancy through the existing Fuels program's support and help desks. The Transportation and Climate Division (TCD) shares responsibility for implementing the RFS2 program, with primary responsibility for evaluating the lifecycle greenhouse gas emissions associated with new fuel pathways. TCD will build upon CD's existing systems to help manage and track external inquiries related to new fuel pathways and whether certain fuels meet the requirements for existing fuel pathways.

The purpose of this Work Assignment is to expand the scope of the support desk to help support implementation of the RFS2.

## **II. CONTRACT LEVEL PERFORMANCE WORK STATEMENT**

The tasks to be performed under this work assignment are consistent with the work authorized in section C of the contract's performance work statement.

## **III TASKS**

The purpose of this work assignment (WA) is to maintain and support the existing Fuels program support line and tracking system.

For all the following tasks, the contractor shall work with EPA's EMTS team and other EPA contractors and project teams such as the EPA CDX team and the EPA central computer center (NCC) staff and contractors.

### **Task 1: Continue to Set up New Users and Expand the Scope of Fuels Program**

### **Support Line and Tracking System**

The contractor shall build upon the existing Fuels program support helpline and request tracking (RT) system to set up new users as follows:

- Set up access to RT for new TCD users, as needed
- Meet with EPA to determine tracking needs
- Set up new queues and manage the RT system to handle questions related to new and existing pathway determinations
- Continue to build out the Proven Response Database with approved responses to frequently asked questions

### **Task 2: Respond to Support Line Requests Regarding Lifecycle Analysis and RFS2 Pathway Inquiries**

The contractor shall manage and resolve new and existing fuel pathway tickets. All calls shall be answered with the contractor employees identifying themselves as Systems Research and Applications Co. This identification shall also be indicated on the system's voice mail and any email activity, including their e-mail signature. The contractor shall continue to provide a support line central phone number and email address. All support line action requests and trouble reports shall be recorded in a manner which will allow trend analysis via the request tracking system. This request tracking system shall host at EPA NCC.

The contractor shall attempt to resolve reported problems immediately upon receipt. All calls shall be responded to with a call back or email to the user no later than the next 3 business day. Requests shall be addressed in order of receipt and assigned to support staff for resolution. In all cases, the contractor shall create the request ticket, resolve the problem, and, as necessary, contact the WA COR, and/or Fuels Compliance Center (FCC) for final resolution. The contractor shall meet with the WA COR to discuss tickets on a regular basis to review new tickets, draft responses and follow up on tickets.

The contractor shall follow the EPA approved guidelines for handling support line requests including regulatory questions or confidential business information (CBI) issues. The contractor shall follow these guidelines when working with EPA staff to resolve user requests. The guidelines will also include the procedures for handling programmatic calls to the Support line. The contractor shall obtain approval from the WA COR for assisting with any regulatory and CBI related request.

The Fuels Program Support Line services include the tracking and providing of factual answers and responses to user requests. The contractor shall use the following critical process when handling user requests.

- Answer internal EPA phone numbers (such as 202-564-xxxx) as the priority call
- Always be courteous and receptive to customers
- Solve problems over the phone and through email
- Provide suggested solutions when reporting any systemic issues to EPA system managers
- Follow up and communicate to the CDX and other contractors until the request resolved.

The contractor shall maintain and update the request tracking system, and contact users with an

update status or resolution of all reported issues.

Upon receipt, all requests shall be entered in the existing Fuels program request tracking system for analysis and/or immediate resolution. Actions, comments, and solutions for these requests shall also be tracked in this tracking system. All transactions shall be time and date stamped. The tracking system shall be accessible by EPA and editable upon request. Those components of the tracking system identified as crucial for trend analysis shall be exportable to an Oracle environment. The data should be tracked by type of call (CDX, RFS, etc.), requestor, manufacturer, industry; and if EPA, by Assistant Administrator (AA), office, and division. All information submitted to the tracking system should be reported timely and accurately as information is collected.

The WA COR expects that most tickets will be directed to EPA staff to provide a response and that Contractor staff will track the responses and correspondences. Historically, EPA has received about 15 tickets per month.

#### **IV WA REPORTING**

##### **Biweekly Status Report**

The contractor shall provide a support line biweekly report on the number of calls, types of problems, amount time for resolution, the related industry and compliance module, and resolution. In addition, the support line should suggest received questions that will help build a developing frequent questions document. The contractor shall also work with EPA to establish appropriate service level metrics and provide those metrics on the support line report. The call information shall be set up in order to run queries and be able to calculate totals and exportable to Microsoft Excel. The contractor shall work with the WA COR for report format.

##### **End of WA Period Status Report**

At the end of the WA performance period, the contractor shall provide a status report, either as one of the biweekly status reports described above or as a separate report that breaks out costs by task.

#### **V DELIVERY SCHEDULE AND MILESTONES**

The Contractor shall complete deliverables in accordance with the schedule below.

<u>Task</u>	<u>Milestone/Deliverable</u>	<u>Date</u>
1	Update Fuels Program Support Line call guidelines	Within 2 weeks of receipt of the Work Assignment
2	Respond to Ticket	Within one day of receipt of each ticket

#### **VI DISTRIBUTION AND FORMAT OF DELIVERABLES**

All deliverables, including status reports between the contractor and the Government, shall be delivered as follows:

One copy in electronic format to the WA COR

The following applies to all tasks under this effort unless otherwise specified by the WA COR during the performance of that task.

The contractor shall deliver all draft, and final reports, briefing materials and minutes, data sets, etc. in electronic format (HTML, Visio, Microsoft Word, Acrobat, etc. as appropriate) via a delivery service or electronic mail.

The contractor shall submit a Letter of Transmittal with each deliverable, unless otherwise noted, which includes, at a minimum: the task/deliverable identified, type (draft or final), due date, submission date, deliverable name, and name of the WA COR.

### **Inspection and Acceptance Criteria**

The WA COR will review deliverables for technical content, completeness, and grammar. Final inspection, testing and acceptance of all reports, code, and other deliverables will be performed by the WA COR.

**EPA**United States Environmental Protection Agency  
Washington, DC 20460**Work Assignment**

Work Assignment Number

0-15

☐ Other ☐ Amendment Number:Contract Number  
EP-C-16-012

Contract Period 07/01/2016 To 06/30/2017

Title of Work Assignment/SF Site Name

Green Racing &amp; Outreach

Contractor  
SRA INTERNATIONAL, INC.Specify Section and paragraph of Contract SOW  
Sections C and D

Purpose:



Work Assignment



Work Assignment Close-Out



Work Assignment Amendment



Incremental Funding



Work Plan Approval

Period of Performance

From 07/14/2016 To 06/30/2017

Comments:

The contractor shall begin work upon receipt of WA.



Superfund

Accounting and Appropriations Data



Non-Superfund

SFO  
(Max 2)

Note: To report additional accounting and appropriations data use EPA Form 1900-69A.

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										

## Authorized Work Assignment Ceiling

Contract Period:

Cost/Fee:

LOE:

07/01/2016 To 06/30/2017

This Action:

Total:

## Work Plan / Cost Estimate Approvals

Contractor W/P Dated:

Cost/Fee

LOE:

Cumulative Approved:

Cost/Fee

LOE:

Work Assignment Manager Name Christine Mikolajczyk

Branch/Mail Code:

Phone Number: 734-214-4403

FAX Number:

(Signature)

(Date)

Project Officer Name Greg Piotrowski

Branch/Mail Code:

Phone Number: 734-214-4493

FAX Number: 734-214-4053

(Signature)

(Date)

Other Agency Official Name

Branch/Mail Code:

Phone Number:

FAX Number:

(Signature)

(Date)

Contracting Official Name Sandra Savage

Branch/Mail Code:

Phone Number: 513-487-2046

FAX Number:

(Signature)

(Date)

**EP-C-11-007, Work Assignment 0-15**

**PERFORMANCE WORK STATEMENT**

**Title:** **Green Racing Communications and Outreach**

**Contractor & Contract Number:** **SRA International**

**Work Assignment Number:** **0-15**

**Work Assignment COR:** Christine Mikolajczyk  
USEPA, CD  
2000 Traverwood Drive  
Ann Arbor, MI 48105  
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Fax: 734-214-4053  
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**Alternate Work Assignment COR:** Lynn Sohacki  
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Ann Arbor, MI 48105  
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Email: [sohacki.lynn@epa.gov](mailto:sohacki.lynn@epa.gov)

**Contract level COR:** Greg Piotrowski  
USEPA, CD  
2000 Traverwood Drive  
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**Period of Performance:** Initiation to June 30, 2017

**I. BACKGROUND**

The Environmental Protection Agency (EPA), the Department of Energy (DOE) and SAE International have entered into a voluntary partnership to promote green racing. The impetus behind Green Racing originated within the EPA, and subsequently developed into a joint effort that includes Argonne National Laboratories along with the DOE, vehicle original equipment

manufacturers, automotive suppliers, motor sports sanctioning bodies, motor sports associations, and racing vehicle developers.

The goal of the green racing initiative is to use motor sport competition to help rapidly develop cleaner, more fuel efficient vehicle propulsion technology and systems that will eventually be used in consumer vehicles. This in turn will foster new technology development for reduced greenhouse gases, reduced exhaust pollutants, and increased fuel economy.

The first product of the green racing partnership was a set of protocols that can be adapted to many racing series. The protocols promote the development of energy efficient technologies, the reduction of greenhouse gases and auto emissions and also encourage the use of renewable fuels and regenerative energy powertrains (hybrids). As part of the racing series, the three organizations provide national awards and recognition to the auto companies that build race cars that go the farthest and the fastest with the smallest environmental footprint and the lowest petroleum consumption. The International Motorsports Association (IMSA) and the TUDOR race series are the first and only racing series to incorporate the green racing Challenge elements identified in the green racing protocols. TUDOR conducts 12 road races per year throughout the United States and Canada featuring four classes of sports cars in each. At the end of the season at the final race, the Petit Le Mans race, EPA, DOE, and SAE will present two Green Challenge awards. One of the awards will go to the Green Challenge Championship winner of the Prototype class, and one of the awards will go to the Green Challenge Championship winner of the GT class.

Historically, there has been a strong correlation between the racing industry and the development of innovative vehicle technology which transfers to production vehicles. This correlation of race track to road continues. Typically, the racing industry promotes the development of rapid vehicle technology that competitors need to keep winning which eventually results in innovations in vehicle safety, durability, performance, tire technology, fuel economy, reduced emissions, etc. The speed at which technology development occurs in racing is usually much faster than in normal manufacturer product development. Racing also provides the ideal proving ground to assure that technological improvements will be durable under the most demanding conditions thereby facilitating the transfer of this technology to production vehicles.

EPA developed a communications/outreach strategy which included the development and production of a flash-based interact press kit for 2015 as well as various interviews and Green Racing displays. CD also developed, coordinated, and displayed at the Environmentally Friendly Vehicle Conference, The SAE World Congress, and in cooperation with EPA Region IV, Green Expos at the last four Championship race in Atlanta. In addition, CD provided support to DOE for the introduction of the Green racing Simulator. The simulator, targeting students as well as the general public, is a hands-on video tool which simulates a hybrid race car on the track resulting in a green score at the end of the race. The Green Expos along with the Simulator provide a primary means of reaching millions of fan and raising public awareness of vehicle technologies and alternative fuels that improve fuel economy and help reduce greenhouse gas emissions. This venue delivers the message that “green” can be exciting.

The purpose of this work assignment is to continue to compliment the outreach plan initiatives and activities with an emphasis on creating an increased public awareness of alternative fuels and technologies. Many of these technologies that are introduced thru the Green racing program are, or will be available in production vehicles. This work assignment includes developing promotional materials with an educational focus. These materials will continue to attract the public to the Green Racing Simulator and Green Racing booth in general. Materials may include such items as roll-up banners and/or posters which would include information on alternative fuels and technologies, a revision of the Green Racing Brochure, enhancements to the Green racing web site such as integrating the Press Kit and interviews into the web, mobile applications, social media, e-book or scholastic book for younger readers, etc. EPA's initiatives will involve coordination with DOE, SAE and ALMS, as well as other stakeholders.

## **II. CONTRACT LEVEL STATEMENT OF WORK REFERENCE**

The tasks to be performed under this work assignment are consistent with the work authorized in sections C and D of the Performance Work Statement.

### **II. TASKS**

#### **Task 1: Work Assignment Progress Report**

The Contractor shall deliver monthly status reports which will track the progress on each of the tasks under this work assignment. The report shall include information such as: task and subtasks names, hours spent, contact information, task start date and deadlines, deliverables, accomplishments, and any work on hold status. The WACOR will notify the contractor regarding any changes to the report format via written technical direction.

The contractor shall meet with the WACOR and other stakeholders or project team members weekly or bi-weekly as necessary to report the project progress as well as to discuss any issues.

#### **Task 2: Revision of Green Racing Communications and Outreach Plan**

The Contractor shall revise the Green Racing Communication and Outreach Plan for 2016 to include the remainder of this year's initiative so that this plan may continue to be used as a template for future race year events. The plan shall include such components as target audiences, key messages, distribution channels, and incorporate public information, media communications, event opportunities, stakeholder coordination, educational initiatives, etc. The contractor shall work with the WACOR stakeholders as necessary, to revise the plan; deliver a draft plan for review; and obtain WACOR approval for and deliver the final plan.

#### **Task 3: Development of Green Racings Public, Media, and Stakeholder Materials**



The Contractor shall work with the WACOR to design and develop and in some cases produce various information displays and public outreach materials including technical roll-up banners and posters, a brochure, video clips, press kit, etc. The Contractor shall provide event planning support, providing presentation materials for conferences, developing press packages releases and media opportunities, educational initiatives, web site enhancement, etc.

#### **Task 4: Racing Event Follow-Up**

The Contractor shall provide post-event support which may include follow-up and/or debrief meetings with the WACOR, and EPA Green Racing staff, and other stakeholders. The Contractor shall provide a follow-up report with recommendations for future events.

### **IV. DELIVERY SCHEDULE AND MILESTONES**

The Contractor shall complete deliverables in accordance with the approved work plan as noted below:

<b>Task</b>	<b>Milestone/Deliverable</b>	<b>Date</b>
All	Kick-off/Coordination meeting with WAM and other EPA staff and Stakeholders	Meet (via teleconference) with EPA within one week of work plan approval and bi-weekly (or as necessary) thereafter to discuss status & additional tasks.
1	Work assignment progress report	Bi-weekly
2	Prepare draft Communications & Outreach Plan Prepare final Communications & Outreach Plan	Prepare draft within one week of written technical direction from WACOR; incorporate comments and produce final version within two weeks of receipt of comments.
3	Draft a design plan for portable displays, banners, and posters, Develop and deliver event displays and posters	Within 2 weeks of final plan. 2 weeks prior to racing event.
4	Event follow-up and recommendations for future events.	Participate in event follow-up meetings.  Prepare report within 2 weeks of follow-up meeting with attendees.

	Work Assignment Report & Completion Date	June 30, 2016
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## **V. DISTRIBUTION AND FORMAT OF DELIVERABLES**

All deliverables, including status reports between the Contractor and Government shall be delivered as follows:

- One copy in electronic format to the WACOR and Contract Level COR.

The following applies to all tasks under this effort unless otherwise specified by the WACOR during performance of that task.

The Contractor shall deliver all draft and final reports, briefing materials, etc. in electronic format (HTML, Visio, Microsoft Word, Acrobat, etc., as appropriate) via a delivery service or electronic mail.

The Contractor shall submit a Letter of Transmittal with each deliverable, unless otherwise noted, which includes, at minimum, the task/deliverable identified, type (draft or final), due date, submission date, deliverable name, and name of the WACOR.

### **Inspection and Acceptance Criteria**

The WACOR will review deliverables for technical content, completeness, and grammar. Final review and acceptance of all reports, and other deliverables will be performed by the WACOR.

<b>EPA</b> United States Environmental Protection Agency Washington, DC 20460 <b>Work Assignment</b>		Work Assignment Number 0-20 <input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:								
Contract Number EP-C-16-012	Contract Period   07/01/2016 To   06/30/2017 Base   X                      Option Period Number	Title of Work Assignment/SF Site Name Refreshing OTAQ Web								
Contractor SRA INTERNATIONAL, INC.		Specify Section and paragraph of Contract SOW Sections C & D								
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval		Period of Performance From   07/15/2016 To   06/30/2017								
Comments: The contractor shall start upon receipt of WA.										
<input type="checkbox"/> Superfund                      Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
Note: To report additional accounting and appropriations data use EPA Form 1900-69A.										
SFO <input type="checkbox"/> (Max 2)										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:				LOE:				
07/01/2016 To 06/30/2017										
This Action:										
Total:										
Work Plan / Cost Estimate Approvals										
Contractor W/P Dated:		Cost/Fee				LOE:				
Cumulative Approved:		Cost/Fee				LOE:				
Work Assignment Manager Name   Patricia Suarez						Branch/Mail Code:				
_____ (Signature)						_____ (Date)				
Project Officer Name   Greg Piotrowski						Phone Number:   734-214-4312				
_____ (Signature)						_____ (Date)				
Other Agency Official Name						FAX Number:				
_____ (Signature)						_____ (Date)				
Contracting Official Name   Sandra Savage						Branch/Mail Code:				
_____ (Signature)						_____ (Date)				
7.15.16						Phone Number:   513-487-2046				
						FAX Number:				

## PERFORMANCE WORK STATEMENT

**Title:** Refreshing, Improving and Enhancing the OTAQ Website

**Contractor and Contract Number:** SRA  
EP-C-16-012

**Work Assignment Number:** WA - 0-20  
**Period of Performance:** Issuance through June 30, 2017

**Work Assignment COR (WA COR):** Patricia Suarez  
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**Alternate WA COR:** Staci Gatica  
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**Contract Level COR (CL COR):** Greg Piotrowski  
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## **I. BACKGROUND**

EPA is in the process of completing a refresh of all of its websites under the “One EPA Web” Initiative. The goal of this refresh is to improve the communication of the Agency by developing web content that is written specifically for top audiences and for those audiences’ top tasks. Ultimately, this refresh will culminate with EPA transforming all of its content into the Drupal content management system. OTAQ has developed a transformation plan for its content and has transformed roughly half of its sites to Drupal. This work assignment will support implementing the remaining content into the Drupal system as well as supporting development of google analytics for OTAQ content in Drupal, and requested website revisions in Drupal after the transition is complete. In addition to the refresh, the contractor will assist in identifying strategies to address complex web pages that cannot easily be transformed to Drupal.

## **II. CONTRACT LEVEL PERFORMANCE WORK STATEMENT REFERENCE**

The tasks to be performed under this work assignment are consistent with the work authorized in sections C (Communication/Outreach) and D (Web Development) of the contract’s performance work statement.

## **III TASKS**

The tasks included in this work assignment touch upon the needs described in the background section, above. The Contractor shall help EPA achieve its mission to refresh and improve our OTAQ website as required under the One EPA Web Initiative.

### **Task 1: Project Management**

The contractor shall deliver monthly work assignment (WA) status reports which shall track the progress on each of the tasks/deliverables. The report shall include the information such as task and subtask names, hours spent, contact information, task start date and deadlines, deliverables, accomplishments, and work on hold status. The CL COR and WA COR will notify the contractor in writing regarding any changes to the report format.

The Contractor shall attend kick-off meetings, either via conference call or in-person, to discuss the goals and strategy for completing the deliverables for any web area that is identified by the WA COR.

The contractor shall hold regular-weekly meetings with the WA COR to provide updates on progress on tasks. The Contractor shall ensure that the final products under each task meet the requirements set out in this document and in particular meet the requirements of EPA’s web guide found on the EPA Web Guide: <https://www.epa.gov/webguide>

### **Task 2: Assist EPA to complete and implement its strategy to transition of the OTAQ website into Drupal and One EPA Web**

The contractor shall assist EPA with transition to the Drupal content management system for OTAQ's websites using the One EPA step-by-step guide. This guide and other relevant One EPA web materials are available via the following weblink:  
<http://intranet.epa.gov/oneepa/web/stepbystep.html> .

To do this the Contractor shall attend EPA-facilitated meetings with the WA COR, Alt-WA COR, and key EPA and OTAQ staff responsible for web communications and key content areas. The Contractor shall use the information gathered in these meetings to modify and provide recommendations on the OTAQ web area organization.

The contractor shall recommend organizational approaches and content development of various OTAQ web areas. The contractor shall develop transition plan(s) detailing a strategy to transition the web content into the new Drupal CMS.

The contractor shall develop materials such as a memo, PowerPoint, spreadsheets, wireframes, draft web pages on staging area to clarify and provide detail on the new web approach, as necessary. Specific deliverables that may be developed under this task include the following:

- Documentation stating purpose, audiences and top tasks of a site/directory (or sites/directories) that will be developed, using website analytics and personas.
- Visuals that show new site structure, organization and navigation in the form of wireframes or draft web pages on staging area, for all sites to be developed.
- Excel spreadsheets to help capture existing and new site structure and associated decisions made regarding each webpage.
- Project plan including a timeline with key milestones including microsite launch dates.

### **Task 3: Review, edit, and reorganize existing web content**

The Contractor shall review existing web content and reorganize, as necessary, the existing website. The Contractor shall review and recommend if web content should be deleted, archived, transformed, or put into a searchable directory, as directed by the WA COR via written technical direction. During this review, the Contractor shall flag any issues or possible problems certain categorization schemes could have with the Drupal conversion. The Contractor shall research issues that will help EPA make decisions on the new web structure and format, as directed by the WA COR via written technical direction.

There are several web areas in the existing OTAQ website that contain succinct, clearly written, current information that will require limited revisions to meet Drupal requirement. The Contractor shall edit such pages to conform to Drupal requirements. The Contractor shall review existing web content and propose options for relocating the material in the new website structure.

#### **Task 4: Rewriting selected web content to convey information in plain English, develop necessary key graphics, and to comply with One EPA Web Style**

Upon receipt of written technical direction by the WA COR, the contractor shall rewrite sections of the OTAQ website as selected to be in plain English and to conform EPA Style Guide and Writing for the Web requirements. For purposes of budgeting, it is expected that the Contractor shall help revise portions of 5-10 microsites or resource directories. The contractor shall also offer copy editing review of web content as directed by the WA COR via written technical direction. The web content areas requiring additional assistance consist of GHG Regulations, Criteria Air Pollutant Regulation, Fuel Economy and Vehicles and Engines.

The Contractor shall provide draft content to the WA COR for approval. The Contractor shall not proceed to finalize content until receipt of written technical direction from the WA COR. In some cases the Contractor shall also be asked to develop graphics for use on key web pages. EPA anticipates approximately 5-10 novel graphics would need to be developed under this task.

#### **Task 5: Coding Webpages and develop templates in EPA's Drupal System**

The contractor shall code web content into Drupal and edit sites based on changes and improvements that are identified by OTAQ, OEI and OPA and approved by WA COR. The Contractor shall implement novel coding into pages. The contractor shall develop templates or pre-formatted files for how similar pages with similar content will look in Drupal in order to streamline future coding and provide consistency for users. The contractor shall work with OTAQ web staff and OEI web staff to determine how to get complex pages into Drupal. This may include creating original Javascript and testing various iterations on staging and when publically accessible.

#### **Task 6: Testing and QA/QC before and after the launch of new Drupal sites**

The Contractor will test new Drupal sites while in staging prior to their going live to ensure that the conversion onto Drupal is successful. There are several OTAQ web pages that are more technical in nature and that provide important information to our stakeholders. Particularly for the compliance sites it is critical that users are able to find the information they need in the updated site. Users may have bookmarks to relevant pages, and simply be used to the current site. The Contractor shall develop a transition plan to minimize problems for users during the transition. Key items for this plan may include, implementation of redirects for key pages, a webinar for users, and/or early testing by a few users to ensure that information may be found easily. Once a Drupal site is developed and launched the contractor shall test the site and pages to be sure everything is functioning properly and as expected.

#### **Task 7: Web Analytics**

The contractor shall work with the WA COR to develop a plan for ensuring that staff have access to google analytics in a timely manner that can inform future web updates. At a minimum this includes ensuring that google analytic dashboards are created for all OTAQ microsites and

shared with EICs. The contractor shall incorporate analytics into any decisions related to site updates for further revisions.

#### **Task 8: Addressing web edits and revisions after launch**

The EPA process for launching new sites in the drupal system requires only a high level of review by EPA's web office. After the sites go live the sites receive a more thorough review and edits and changes may be requested. The contractor will be asked to assist in addressing comments on the sites after launch.

#### **Task 9: Develop New Websites in Drupal and Develop outreach materials for social media and the web**

Under this task the contractor shall work with the WA COR and subject matter experts to develop completely new microsites with new content that are not simply updating the material currently on the website. As a part of developing these websites or to support digital outreach in general, the contractor shall also develop key graphics or infographics as requested by the WA COR For purposes of budgeting EPA anticipates having the contractor develop one small microsites and 2 resource directories, and 10 novel graphics or infographics.

### **IV WORK ASSIGNMENT REPORTING**

#### **Monthly Status Report**

The Contractor shall provide monthly status reports in accordance with Monthly Progress Reports Deviation. The monthly status reports shall track the progress on each of the tasks under this work assignment.

#### **End of WA Period of Performance Status Report**

At the end of the WA period of performance, the Contractor shall provide a status report, either as one of the monthly reports described above or as a separate report that breaks out costs by task.

### **V DELIVERY SCHEDULE AND MILESTONES**

The Contractor shall complete deliverables in accordance with the schedule below.

<u>Task</u>	<u>Milestone/Deliverable</u>	<u>Date</u>
1	Work Plan submissions	Per contract clauses
1	Work assignment management meetings	Biweekly
2	Input on web strategy and milestones with contribution to website publishing plan	2 – 4 weeks; After OTAQ web meeting(s) conclude
2	Top audience and top task for necessary microsites	1 week; After EPA approves web plan, identifies microsites/resource directory for updating, and discusses web areas



3	Develop wireframe or web pages on staging and reorder content under new sections	4-8 weeks; After identifying sites to be revised and after meeting with topic experts on web area
4	Rewriting selected web content to convey information in plain English and to comply with One EPA Web Style	6-12 weeks; After identifying what pages are priority and need to be revised into plain language or revised for clarity
5	Coding pages into Drupal	2-8 weeks; After work plan approval and as necessary to complete the goals of Task 5.
6	Testing of Drupal sites before going live	2-8 weeks; As needed when such websites are converted and ready for review in the staging site in CMS.
7	Development of Google Analytics Dashboards for all requested microsites and resource directories	1-2 months after launch of all OTAQ sites in September 30.
8	Address edits requested from OEI review and/or updates requested by OTAQ	1-2 weeks from receipt of technical direction.
9	Draft wireframe and plan for site  Site for review	3 weeks from technical direction  4-6 weeks from initial technical direction and kick off for site development with subject matter experts

## VI DISTRIBUTION AND FORMAT OF DELIVERABLES

All deliverables, including status reports between the Contractor and the Government, shall be delivered as follows:

One copy in electronic format to the WA COR and CL COR.

The following applies to all tasks under this effort unless otherwise specified by the WA COR during the performance of that task.

The contractor shall deliver all draft and final reports, briefing materials and minutes, data sets, etc. in electronic format (HTML, Visio, Microsoft Word, Acrobat, etc. as appropriate) via a delivery service or electronic mail.

The contractor shall submit a Letter of Transmittal with each deliverable, unless otherwise noted, which includes, at a minimum: the task/deliverable identified, type (draft or final), due date, submission date, deliverable name, and name of the WA COR.

EPA

United States Environmental Protection Agency  
Washington, DC 20460

Work Assignment

Work Assignment Number

0-21

☐ Other ☐ Amendment Number:

Contract Number  
EP-C-16-012

Contract Period 07/01/2016 To 06/30/2017

Base X Option Period Number

Title of Work Assignment/SF Site Name

EMTS development & maintenance

Contractor  
SRA INTERNATIONAL, INC.

Specify Section and paragraph of Contract SOW  
C & D

Purpose: ☒ Work Assignment ☐ Work Assignment Close-Out  
☐ Work Assignment Amendment ☐ Incremental Funding  
☐ Work Plan Approval

Period of Performance

From 07/06/2016 To 06/30/2017

Comments:

☐ Superfund

Accounting and Appropriations Data

☒ Non-Superfund

SFO  
(Max 2)

Note: To report additional accounting and appropriations data use EPA Form 1900-69A.

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										

Authorized Work Assignment Ceiling

Contract Period:  
07/01/2016 To 06/30/2017

Cost/Fee:

LOE:

This Action:

Total:

Work Plan / Cost Estimate Approvals

Contractor WP Dated: Cost/Fee LOE:

Cumulative Approved: Cost/Fee LOE:

Work Assignment Manager Name Ann Chiu

Branch/Mail Code:

Phone Number: 734-214-4544

FAX Number:

(Signature)

(Date)

Project Officer Name Greg Piotrowski

Branch/Mail Code:

Phone Number: 734-214-4493

FAX Number: 734-214-4053

(Signature)

(Date)

Other Agency Official Name

Branch/Mail Code:

Phone Number:

FAX Number:

(Signature)

(Date)

Contracting Official Name Sandra Savage

Branch/Mail Code:

Phone Number: 513-487-2046

FAX Number:

(Signature)

(Date)

**PERFORMANCE WORK STATEMENT**

**Title:** EPA Moderated Transaction System (EMTS) and  
Other Fuel Compliance Information System  
Development and Maintenance

**Contractor and Contract Number:** EP-C-16-012

**Work Assignment (WA) Number:** 0-21

**WA COR:** Ann Chiu  
1200 Pennsylvania Ave., NW  
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**CL COR:** Greg Piotrowski  
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**I. BACKGROUND**

The Office of Transportation and Air Quality (OTAQ), Compliance Division (CD), Fuels Compliance Centers are responsible for implementation and oversight of the Renewable Fuel Standard (RFS/RFS2), Reformulated Gasoline (RFG), Diesel Sulfur (DSF), Gasoline Sulfur (GSF), and Mobile Source Air Toxics (gasoline benzene) programs under 40 CFR Part 80 and Fuel and Fuel Additive registration and reporting (RP79) under 40 CFR Part 79. The fuel quality requirements complement vehicle and engine emission standards, and together limit pollution from a wide variety of vehicles, engines, and equipment.

EPA's motor vehicle fuel programs protect public health and the environment by improving fuel quality and controlling fuel properties. Clean fuels reduce harmful emissions from a wide variety

of motor vehicles, engines, and equipment.

Current fuel program requirements have dramatically reduced allowable sulfur levels in gasoline and in diesel fuel thereby reducing reactive particulate emissions, and by promoting use of technologies that reduce other regulated emissions. The most recent clean fuel programs establish requirements for renewable fuel use in the United States. Use of renewable fuels can help reduce greenhouse gas emissions and can lessen dependence on imported petroleum. Under the Renewable Fuel Standard program (RFS), renewable identification numbers (RINs) are the basic unit of compliance for generation, trading, and use by regulated parties.

Under section 211 of the Clean Air Act, petroleum refiners and importers must register their products with EPA before those products are offered for sale. Fuel additive manufacturers must also register with EPA prior to sales in the US. EPA uses registration information to identify product emissions that may pose an unreasonable risk to public health. In certain cases, health effects testing is required before a new product can be registered, or for an existing product to maintain its registration. EPA implements product registration requirements under 40 CFR Part 79. After registration, refiners and importers are required to report to EPA under 40 CFR Part 79 on a quarterly and/or annual basis.

In addition, petroleum refiners, fuel importers, fuel exporters, fuel blenders, and renewable fuel producers must register their companies and facilities with EPA under 40 CFR Part 80. Registration requirements are specific to business activities as defined under the 40 CFR Part 80 programs. Companies are also responsible for assigning a “Responsible Corporate Officer” and/or delegated users to register with EPA and obtain accounts to access EPA information systems. Once companies have registered and assigned users, they are able to send EPA new registrations or updates to process. Under 40 CFR Part 80, companies are also required to submit annual, quarterly, and event-based reports.

There have been several applications, databases, and tools created to collect the regulated fuels data and maintain the 40 CFR Part 79 and Part 80 fuels registration data. The purpose of this WA is to develop and improve EMTS to further enhance and integrate with these systems and databases and maintain the existing EMTS applications and data. The following is a list of the existing primary systems and databases that support the fuel compliance programs:

- OTAQ DCFuels (data warehouse for uploading fuel compliance data and workspace containing key backend files and connectivity)
- OTAQReg (company, facility, and user registration system)
- EPA Moderated Transaction System (EMTS, a web application and database for tracking RINs).
- Fuel and Fuel Additives Registration System (FFARS or RP79, collects and stores 40 CFR Part 79 reporting information. The Compliance Division posts certain of these data on EPA’s website.

- OTAQ Regulatory Intelligence reporting system (also called “Data Analysis Reporting Tool” or DART for sharing fuels program data with program staff and external stakeholders)
- Remote Data Manager (RDM) housed in the DCFuels workspace (a tool that extracts, transforms, and loads any data submitted to EPA regardless of the platform or software used)

## **II. CONTRACT LEVEL STATEMENT OF WORK REFERENCE**

The tasks to be performed under this work assignment are consistent with the work authorized in sections C and D of the contract performance work statement.

## **III TASKS**

Any development/enhancement of fuel program databases must adhere to data standards detailed in the Data Standards and Environmental Data Registry (EDR) (<http://www.epa.gov/edr>).

The contractor shall comply with the system security plans and IT systems rules of behavior established by the Agency and implemented by CD during the performance of any task under this WA. The current IT systems rules of behavior is titled “Rules of Behavior for Remote Users of the OTAQ Fuels Reporting System”. The current rules of behavior are subject to update at anytime. Additionally, EPA may require all users of its information systems to complete additional training (e.g., annual IT security awareness training). The security plans are internal and confidential Agency documents due to their sensitive nature and may not be circulated outside the Agency. The key features of the security plans are that all users (EPA and contractors) must maintain good security practices; must notify the WA COR of any security incidents immediately; must protect passwords, government issued ID cards, and access cards; and must behave in an ethical and trustworthy manner, avoiding any appearance of impropriety. The contractor personnel must receive, review and acknowledge their receipt and review of, and must comply with the general EPA guidance document entitled “Standards of Behavior for the Security of Information Resources”. They must also participate in security-related meetings as required by the WA COR in accordance with EPA policy. More information can be found at <http://intranet.epa.gov/oei/saiso/Library.html>.

The contractor shall comply with agency personal identity verification procedures identified in individual orders that implement Homeland Security Presidential Directives-12 (HSPD-12) (available at <http://www.dhs.gov/homeland-security-presidential-directive-12>); OMB guidance M-05-24; Federal Information Processing Standards Publication (FIPS PUB) number 201 (available at <http://nvlpubs.nist.gov/nistpubs/FIPS/NIST.FIPS.201-2.pdf>).

The contractors must sign the “Project Employee Confidentiality Agreement” as required by this WA and must submit to background investigation consistent with Agency policy. The current form for background investigations is the “Questionnaire for Public Trust Positions” – Office of Personnel Management (OPM) Standard Form 85P. All contractors who handle fuel program systems and EPA business confidential information must satisfactorily fill out this questionnaire, and must submit fingerprint cards and submit to a credit check as required by current EPA policy

governing persons with access to business confidential data. The contractor who handles business confidential information must have active HSPD-12 public trust clearance.

The contractor shall complete the following tasks using the deliverable schedules in section V.

The contractor shall work with the fuel program team, EPA stakeholders, other government organizations, EPA CDX team, National Computer Center (NCC) staff, and other contractors to complete all the tasks.

### **Task 1: Project Management**

The contractor shall have quarterly planning meetings and weekly management meetings with EPA WA COR to report progress, discuss issues, coordinate tasks schedule and set priorities, and review deliverables. The contractor shall setup an initial kickoff meeting within two weeks of starting this WA to discuss EPA priorities and to work out an initial draft schedule of WA's projects, tasks and deliverables for the performance period. The contractor shall deliver an initial WA project plan (using Microsoft Project format) to prioritize and manage WA's tasks, deliverables, timeline, and implementation and support activities after the kickoff meeting. The contractor shall update the WA project plan after quarterly planning meetings.

The contractor shall assist project management needs including information posting on the web, webinar meeting, stakeholder conference, and coordinating with Fuels Compliance Policy Center and other EPA contractors. Examples of coordinating with other contractors includes:

- Working with the NCC for system, application and database administration tasks
- IT security
- User management
- Database management
- Extract, Transform, and Load (ETL process) and other data migration tasks
- CDX help desk
- Synchronizing IT releases with other fuel compliance information systems (i.e., DCFuels and OTAQReg)
- Integrating data within the fuel program and with other OTAQ and EPA systems

### **Task 2: EMTS Development and Maintenance**

The contractor shall provide solutions to new requirements for all existing and any new EMTS functional areas. The contractor shall continue to develop, update, and provide maintenance for the EMTS production system. The contractor shall follow the full system development life cycle process including steps such as development, implementation, deployment, testing, training, and documentation for all of the EMTS upgrades. The code shall be written with extensive documentation to facilitate the understanding and intention of the EMTS code. EPA shall retain ownership of the code after deployed. The contractor shall deploy the code as required by EPA

NCC's system deployment process and testing the code for production. The contractor shall collect deployment testing results and provide problems and solutions to EPA. In addition, the contractor shall update all the EMTS related system and user documents including EMTS operational manuals after each update. The contractor shall develop a code change methodology for maintaining and documenting all the changes. The contractor shall deliver a complete set of EMTS code with all the documented changes and a complete set of EMTS system and operational documentation at the end of this WA.

The contractor shall keep a change log file (list of EMTS new functions and improvements) documenting all the necessary EMTS changes including future changes and new features and functions. EPA will set priority on the EMTS new functions and changes in this change log. The contractor shall update and maintain the EMTS system based on the change log priorities. The contractor shall provide, at minimum, two EMTS updates with additional updates as directed via written technical direction. The contractor shall develop a project plan and schedule based on the change log file. The contractor shall synchronize the change log file with any project management application used for IT development purposes. The WA COR will notify, via written technical direction, the contractor on EMTS new function's requirements, priority, and deadline before the contractor starts developing the project plan. The contractor shall obtain WA COR's approval via written technical direction before implementing the project plan.

The contractor shall assist with necessary coordination work such as NCC's application development checklist (ADC) process, NCC upgrades, NCC operating system changes, CDX integration, EPA exchange node process, EPA security plan, EPA Cross-Media Electronic Reporting Rule (CROMERR) requirements, EPA's webpages on EMTS, and other necessary deployment tasks.

The contractor shall follow the EPA security requirements for all EMTS application, database and code processes.

### **Task 3: Other OTAQ Fuels Program System Development and Technical Support**

The contractor shall create tools to assist CD's Fuel Compliance Centers with their compliance needs, such as data collection and management. These requirements include the following areas:

- Create compliance tools for new EPA rules or updates to existing rules.
- Support long term planning needs such as the development of a fuels program IT architecture plan.
- Develop compliance system functionality to support 40 CFR Part 79 and Part 80 registration streamlining.
- Modernize fuel compliance system and database (listed in section I) by developing and utilizing EPA tools with EPA Office of Environmental Information (OEI).
- Assist EPA's e-Enterprise goals by prioritizing a list of e-Enterprise tasks and implementing OEI processes.
- Develop a variety of tools to further share EPA data both internally and externally including creating/maintaining interactive online data displays for the public.



- Share data and exchange data between all the fuel program systems and other Fuel compliance systems and databases.
- Coordinate OTAQ program data format with EMTS, DCFuels, OTAQReg, and other EPA IT systems (i.e., FRS or CDX) data by combining various data sources into a unified format and improve data quality for clean data.
- Improved transparency and analytics for OTAQ key programs and economic decision making by designing queries, views and tools on existing data systems for reporting programmatic data. Create new webforms for assisting over 75 existing program related reports that are submitted on either a quarterly or annual basis. Provide technical help and expertise in designing queries and data models.
- Respond to inquiries from EPA Fuels and Enforcement staff on fuel compliance information systems (DART, EMTS, RDM, ETL, etc.), industry users and other EPA contractors (such as NCC, CGI, CDX, etc.) requiring technical expertise on database administration and operations on Fuels program systems.
- The contractor shall develop a new contract transition plan. The contractor shall obtain the WA COR's approval, via written technical direction, before implementing the transition plan.

The contractor shall follow the system development life cycle process including steps such as development, implementation, deployment, testing, training, and documentation when creating tools. The contractor shall develop a project plan and obtain WA COR's approval, via written technical direction, before implementing the project.

#### **IV WA REPORTING**

##### **End of WA Period Status Report**

At the end of the WA period of performance, the contractor shall provide a status report, either as one of the monthly contract invoice reports or as a separate report that breaks out costs by task.

#### **V DELIVERY SCHEDULE AND MILESTONES**

The Contractor shall complete deliverables in accordance with the schedule below.

<u>Task</u>	<u>Milestone/Deliverable</u>	<u>Date</u>
1	Work assignment management meetings and meeting notes	Weekly
1	Kickoff meeting	Two weeks from the WA start date
1	Initial WA project plan	1 week after the kickoff meeting
1	Quarterly planning meeting	Quarterly and as needed via written technical direction
1	Update WA project plan	Quarterly and as needed via written technical direction
2	WA system change log	Quarterly and as needed via written

		technical direction
2,3	Deliver system and application code with all the documented changes	10 days before the end of this WA
2,3	System updates	as needed via written technical direction
2,3	Implement new updates at NCC	as needed via written technical direction
2,3	Update Fuels program system and operations manual	After each system updates

## **VI DISTRIBUTION AND FORMAT OF DELIVERABLES**

All deliverables, including status reports between the contractor and the Government, shall be delivered as follows:

One copy in electronic format to the WA COR

The following applies to all tasks under this effort unless otherwise specified by the WA COR during the performance of that task.

The contractor shall deliver all draft, and final reports, briefing materials and minutes, data sets, etc. in electronic format (HTML, Visio, Microsoft Word, SQL, Acrobat, etc. as appropriate) via a delivery service or electronic mail.

### **Inspection and Acceptance Criteria**

The WA COR will review deliverables for technical content, completeness, and grammar. Final inspection, testing and acceptance of all reports, code, and other deliverables will be performed and coordinated by the WA COR.



**WA 0-22**

**PERFORMANCE WORK STATEMENT**

**Title:** DCFuels Development and Maintenance

**Contractor and Contract Number:** EP-C-16-012

**Work Assignment (WA) Number:** 0-22

**WA COR:** Ann Chiu  
1200 Pennsylvania Ave., NW  
Washington, DC 20004  
Phone: 202-343-9599  
Fax: 202-343-2800 Email: [chiu.ann@epa.gov](mailto:chiu.ann@epa.gov)

**Alternate WA COR:** Pascal Dedjinou  
1200 Pennsylvania Ave., NW  
Washington, DC 20004  
Phone: 202-343-9322  
Fax: 202-343-2800  
Email: [Dedjinou.pascal@epa.gov](mailto:Dedjinou.pascal@epa.gov)

**CL COR:** Greg Piotrowski  
2000 Traverwood Drive  
Ann Arbor, MI 48105  
Phone: 734-214-4493  
Fax: 734-214-4869  
Email: [piotrowski.greg@epa.gov](mailto:piotrowski.greg@epa.gov)

**I. BACKGROUND**

The Office of Transportation and Air Quality (OTAQ), Compliance Division (CD), Fuels Compliance Centers are responsible for implementation and oversight of the Renewable Fuel Standard (RFS/RFS2), Reformulated Gasoline (RFG), Diesel Sulfur (DSF), Gasoline Sulfur (GSF), and Mobile Source Air Toxics (gasoline benzene) programs under 40 CFR Part 80 and Fuel and Fuel Additive registration and reporting (RP79) under 40 CFR Part 79. The fuel quality requirements complement vehicle and engine emission standards, and together limit pollution from a wide variety of vehicles, engines, and equipment.

EPA's motor vehicle fuel programs protect public health and the environment by improving fuel quality and controlling fuel properties. Clean fuels reduce harmful emissions from a wide variety of motor vehicles, engines, and equipment.

Current fuel program requirements have dramatically reduced allowable sulfur levels in gasoline and in diesel fuel thereby reducing reactive particulate emissions, and by promoting use of technologies that reduce other regulated emissions. The most recent clean fuel programs establish requirements for renewable fuel use in the United States. Use of renewable fuels can help reduce greenhouse gas emissions and can lessen dependence on imported petroleum. Under the Renewable Fuel Standard program (RFS), renewable identification numbers (RINs) are the basic unit of compliance for generation, trading, and use by regulated parties.

Under section 211 of the Clean Air Act, petroleum refiners and importers must register their products with EPA before those products are offered for sale. Fuel additive manufacturers must also register with EPA prior to sales in the US. EPA uses registration information to identify product emissions that may pose an unreasonable risk to public health. In certain cases, health effects testing is required before a new product can be registered, or for an existing product to maintain its registration. EPA implements product registration requirements under 40 CFR Part 79. After registration, refiners and importers are required to report to EPA under 40 CFR Part 79 on a quarterly and/or annual basis.

In addition, petroleum refiners, fuel importers, fuel exporters, fuel blenders, and renewable fuel producers must register their companies and facilities with EPA under 40 CFR Part 80. Registration requirements are specific to business activities as defined under the 40 CFR Part 80 programs. Companies are also responsible for assigning a “Responsible Corporate Officer” and/or delegated users to register with EPA and obtain accounts to access EPA information systems. Once companies have registered and assigned users, they are able to send EPA new registrations or updates to process. Under 40 CFR Part 80, companies are also required to submit annual, quarterly, and event-based reports.

There have been several applications, databases, and tools created to collect the regulated fuels data and maintain the 40 CFR Part 79 and Part 80 fuels registration data. The purpose of this WA is to develop and improve EMTS to further enhance and integrate with these systems and databases and maintain the existing EMTS applications and data. The following is a list of the existing primary systems and databases that support the fuel compliance programs:

- OTAQ DCFuels (data warehouse for uploading fuel compliance data and workspace containing key backend files and connectivity)
- OTAQReg (company, facility, and user registration system)
- EPA Moderated Transaction System (EMTS, a web application and database for tracking RINs).
- Fuel and Fuel Additives Registration System (FFARS or RP79, collects and stores 40 CFR Part 79 reporting information. The Compliance Division posts certain of these data on EPA’s website.

- OTAQ Regulatory Intelligence reporting system (also called “Data Analysis Reporting Tool” or DART for sharing fuels program data with program staff and external stakeholders)
- Remote Data Manager (RDM) housed in the DCFuels workspace (a tool that extracts, transforms, and loads any data submitted to EPA regardless of the platform or software used)

## **II. CONTRACT LEVEL STATEMENT OF WORK REFERENCE**

The tasks to be performed under this work assignment are consistent with the work authorized in sections C and D of the contract performance work statement.

## **III TASKS**

Any development/enhancement of fuel program databases must adhere to data standards detailed in the Data Standards and Environmental Data Registry (EDR) (<http://www.epa.gov/edr>).

The contractor shall comply with the system security plans and IT systems rules of behavior established by the Agency and implemented by CD during the performance of any task under this WA. The current IT systems rules of behavior is titled “Rules of Behavior for Remote Users of the OTAQ Fuels Reporting System”. The current rules of behavior are subject to update at anytime. Additionally, EPA may require all users of its information systems to complete additional training (e.g., annual IT security awareness training). The security plans are internal and confidential Agency documents due to their sensitive nature and may not be circulated outside the Agency. The key features of the security plans are that all users (EPA and contractors) must maintain good security practices; must notify the WA COR of any security incidents immediately; must protect passwords, government issued ID cards, and access cards; and must behave in an ethical and trustworthy manner, avoiding any appearance of impropriety. The contractor personnel must receive, review and acknowledge their receipt and review of, and must comply with the general EPA guidance document entitled “Standards of Behavior for the Security of Information Resources”. They must also participate in security-related meetings as required by the WA COR in accordance with EPA policy. More information can be found at <http://intranet.epa.gov/oei/saiso/Library.html>.

The contractor shall comply with agency personal identity verification procedures identified in individual orders that implement Homeland Security Presidential Directives-12 (HSPD-12) (available at <http://www.dhs.gov/homeland-security-presidential-directive-12>); OMB guidance M-05-24; Federal Information Processing Standards Publication (FIPS PUB) number 201 (available at <http://nvlpubs.nist.gov/nistpubs/FIPS/NIST.FIPS.201-2.pdf>).

The contractors must sign the “Project Employee Confidentiality Agreement” as required by this WA and must submit to background investigation consistent with Agency policy. The current form for background investigations is the “Questionnaire for Public Trust Positions” – Office of Personnel Management (OPM) Standard Form 85P. All contractors who handle fuel program systems and EPA business confidential information must satisfactorily fill out this questionnaire, and must submit fingerprint cards and submit to a credit check as required by current EPA policy

governing persons with access to business confidential data. The contractor who handles business confidential information must have active HSPD-12 public trust clearance.

The contractor shall complete the following tasks using the deliverable schedules in section V.

The contractor shall work with the fuel program team, EPA stakeholders, other government organizations, EPA CDX team, National Computer Center (NCC) staff, and other contractors to complete all the tasks.

### **Task 1: Project Management**

The contractor shall have quarterly planning meetings and weekly management meetings with EPA WA COR to report progress, discuss issues, coordinate tasks schedule and set priorities, and review deliverables. The contractor shall setup an initial kickoff meeting within two weeks of starting this WA to discuss EPA priorities and to work out an initial draft schedule of WA's projects, tasks and deliverables for the performance period. The contractor shall deliver an initial WA project plan (using Microsoft Project format) to prioritize and manage WA's tasks, deliverables, timeline, and implementation and support activities after the kickoff meeting. The contractor shall update the WA project plan after quarterly planning meetings.

The contractor shall assist project management needs including information posting on the web, webinar meeting, stakeholder conference, and coordinating with Fuels Compliance Policy Center and other EPA contractors. Examples of coordinating with other contractors includes:

- Working with the NCC for system, application and database administration tasks
- IT security
- User management
- Database management
- Extract, Transform, and Load (ETL process) and other data migration tasks
- CDX help desk
- Synchronizing IT releases with other fuel compliance information systems (i.e., DCFuels and OTAQReg)
- Integrating data within the fuel program and with other OTAQ and EPA systems

### **Task 2: DCFuels Data Warehouse, Tools, and Database Maintenance**

The contractor shall provide services for tool maintenance, database administration, and any DCFuels workspace related support work. The contractor shall provide recommendations, planning and the implementation of this work. The work includes: improving data quality for clean data; updating data warehouse platforms and technologies at NCC; adding tool functions and identifying and fixing existing coding errors; extracting, transforming, and loading data from flat file, webform, xml, and other IT format from front-end data submission systems to backend databases; integrating data from all fuel program data sources; maintaining and making updates to the DCFuels data warehouse including Oracle APEX and other platform tools' triggers, events, actions, constraints, tables, views, and procedures.

The contractor shall create DCFuels system documentation. The contractor shall maintain, modify and update the contents of existing system documentation to reflect any changes made under this WA. The contractor shall maintain code with extensive documentation to facilitate the understanding and intention of the code for DCFuels. EPA shall retain ownership of the code after deployment.

The contractor shall work with NCC support staff on system and database administration tasks. The WA COR will provide the contractor's computer system account and file access to accomplish the work under this WA.

The contractor shall assist with the creation and maintenance of the DCFuels EPA security plan required for system operation at NCC. This security plan shall also include the EMTS and OTAQReg security requirements and operation plan.

The contractor shall also ensure that the necessary data transfer, integration and links with CDX, EMTS and other fuel compliance systems are functional and optimized.

The contractor shall provide data processing and system operations support and maintenance that includes, database administration, application troubleshooting, and security. The contractor shall assist EPA NCC staff perform system administration duties and application monitoring work to ensure system availability is maintained. The contractor shall also provide the following services:

- Recommend and implement changes to the DCFuels data warehouse network and systems including NCC DCFuels CBI LAN configurations and operating system environment. Optimize the ways data are managed and maintained by adapting new technologies and updating existing data warehouse. Increase the integration and interoperability of the fuel and fuel additive compliance 40 CFR Part 79 data among fuel program systems. This also includes all legacy data submitted to the fuel compliance systems either via electronic or hard-copy submissions.
- Facilitate the collection and storage of reporting information from the regulated parties to EPA.
- Assist on communicating of EPA's 40 CFR Part 79 fuel and fuel additive regulations and 40 CFR Part 80 fuels regulations to the public.
- Improve current tools for processing and maintaining submitted compliance data. Tools shall provide key capabilities such as audit tracking of all data edits, batch corrections of reports, and data quality checks for compliance data.
- Assist NCC administration staff on maintaining a DCFuels development and staging environment separate from the actual production environment but functionally identical. The development environment can exercise all the functions and features of the designs under development. This is required to protect the production data (which includes information claimed and treated as CBI) and system software.



- Ensure that the DCFuels database is compatible with the Agency's Central Data Exchange (CDX) system and other electronic reporting and registration services outside the fuels compliance program that supply data to DCFuels.
- Work closely with NCC administration staff on testing all data migration, database maintenance, data security, user management, system patches, hardware and software upgrades, operating system changes, and development products on the staging environment prior to implementing on the production environment.

#### **IV WA REPORTING**

##### **End of WA Period Status Report**

At the end of the WA performance of period, the contractor shall provide a status report, either as one of the monthly contract invoice reports or as a separate report that breaks out costs by task.

#### **V DELIVERY SCHEDULE AND MILESTONES**

The Contractor shall complete deliverables in accordance with the schedule below.

<u>Task</u>	<u>Milestone/Deliverable</u>	<u>Date</u>
1	Work assignment management meetings and meeting notes	Weekly
1	Kickoff meeting	Two weeks from the WA start date
1	Initial WA project plan	1 week after the kickoff meeting
1	Quarterly planning meeting	Quarterly and as needed via written technical direction
1	Update WA project plan	Quarterly and as needed via written technical direction
2	Implement new updates at NCC	as needed via written technical direction
2	Update DCFuels documents and Fuels program system operations manual	After each updates and as needed via written technical direction
2	Deliver system and application code with all the documented changes	10 days before the end of this WA

#### **VI DISTRIBUTION AND FORMAT OF DELIVERABLES**

All deliverables, including status reports between the contractor and the Government, shall be delivered as follows:

One copy in electronic format to the WA COR

The following applies to all tasks under this effort unless otherwise specified by the WA COR during the performance of that task.

The contractor shall deliver all draft, and final reports, briefing materials and minutes, data sets, etc. in electronic format (HTML, Visio, Microsoft Word, SQL, Acrobat, etc. as appropriate) via a delivery service or electronic mail.

**Inspection and Acceptance Criteria**

The WA COR will review deliverables for technical content, completeness, and grammar. Final inspection, testing and acceptance of all reports, code, and other deliverables will be performed by the WA COR.

**EPA**United States Environmental Protection Agency  
Washington, DC 20460**Work Assignment**

Work Assignment Number

0-23

☐ Other ☐ Amendment Number:Contract Number  
EP-C-16-012Contract Period 07/01/2016 To 06/30/2017  
Base ☒ Option Period NumberTitle of Work Assignment/SF Site Name  
DART Development and MaintContractor  
SRA INTERNATIONAL, INC.Specify Section and paragraph of Contract SOW  
C & DPurpose: ☒ Work Assignment ☐ Work Assignment Close-Out  
☐ Work Assignment Amendment ☐ Incremental Funding  
☐ Work Plan Approval

Period of Performance

From 07/07/2016 To 06/30/2017

## Comments:

The contractor shall begin work upon receipt of this WA.

☐ Superfund

## Accounting and Appropriations Data

☒ Non-SuperfundSFO  
(Max 2)☐

Note: To report additional accounting and appropriations data use EPA Form 1900-69A.

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										

## Authorized Work Assignment Ceiling

Contract Period: 07/01/2016 To 06/30/2017

Cost/Fee:

LOE:

This Action:

Total:

## Work Plan / Cost Estimate Approvals

Contractor WP Dated: Cost/Fee LOE:

Cumulative Approved: Cost/Fee LOE:

Work Assignment Manager Name Ann Chiu

Branch/Mail Code:

Phone Number: 734-214-4544

FAX Number:

(Signature)

(Date)

Project Officer Name Greg Piotrowski

Branch/Mail Code:

Phone Number: 734-214-4493

FAX Number: 734-214-4053

(Signature)

(Date)

Other Agency Official Name

Branch/Mail Code:

Phone Number:

FAX Number:

(Signature)

(Date)

Contracting Official Name Sandra Savage

Branch/Mail Code:

Phone Number: 513-487-2046

FAX Number:

(Signature)

(Date)

**WA 0-23**

**PERFORMANCE WORK STATEMENT**

**Title:** Data Analysis Reporting Tool (DART)  
Development and Maintenance

**Contractor and Contract Number:** EP-C-16-012

**Work Assignment (WA) Number:** 0-23

**WA COR:** Ann Chiu  
1200 Pennsylvania Ave., NW  
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**Alternate WA COR:** Ben Larson  
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Fax: 202-343-2800  
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**CL COR:** Greg Piotrowski  
2000 Traverwood Drive  
Ann Arbor, MI 48105  
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Fax: 734-214-4869  
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**I. BACKGROUND**

The Office of Transportation and Air Quality (OTAQ), Compliance Division (CD), Fuels Compliance Centers are responsible for implementation and oversight of the Renewable Fuel Standard (RFS/RFS2), Reformulated Gasoline (RFG), Diesel Sulfur (DSF), Gasoline Sulfur (GSF), and Mobile Source Air Toxics (gasoline benzene) programs under 40 CFR Part 80 and Fuel and Fuel Additive registration and reporting (RP79) under 40 CFR Part 79. The fuel quality requirements complement vehicle and engine emission standards, and together limit pollution from a wide variety of vehicles, engines, and equipment.

EPA's motor vehicle fuel programs protect public health and the environment by improving fuel quality and controlling fuel properties. Clean fuels reduce harmful emissions from a wide variety of motor vehicles, engines, and equipment.

Current fuel program requirements have dramatically reduced allowable sulfur levels in gasoline and in diesel fuel thereby reducing reactive particulate emissions, and by promoting use of technologies that reduce other regulated emissions. The most recent clean fuel programs establish requirements for renewable fuel use in the United States. Use of renewable fuels can help reduce greenhouse gas emissions and can lessen dependence on imported petroleum. Under the Renewable Fuel Standard program (RFS), renewable identification numbers (RINs) are the basic unit of compliance for generation, trading, and use by regulated parties.

Under section 211 of the Clean Air Act, petroleum refiners and importers must register their products with EPA before those products are offered for sale. Fuel additive manufacturers must also register with EPA prior to sales in the US. EPA uses registration information to identify product emissions that may pose an unreasonable risk to public health. In certain cases, health effects testing is required before a new product can be registered, or for an existing product to maintain its registration. EPA implements product registration requirements under 40 CFR Part 79. After registration, refiners and importers are required to report to EPA under 40 CFR Part 79 on a quarterly and/or annual basis.

In addition, petroleum refiners, fuel importers, fuel exporters, fuel blenders, and renewable fuel producers must register their companies and facilities with EPA under 40 CFR Part 80. Registration requirements are specific to business activities as defined under the 40 CFR Part 80 programs. Companies are also responsible for assigning a “Responsible Corporate Officer” and/or delegated users to register with EPA and obtain accounts to access EPA information systems. Once companies have registered and assigned users, they are able to send EPA new registrations or updates to process. Under 40 CFR Part 80, companies are also required to submit annual, quarterly, and event-based reports.

There have been several applications, databases, and tools created to collect the regulated fuels data and maintain the 40 CFR Part 79 and Part 80 fuels registration data. The purpose of this WA is to develop and improve EMTS to further enhance and integrate with these systems and databases and maintain the existing EMTS applications and data. The following is a list of the existing primary systems and databases that support the fuel compliance programs:

- OTAQ DCFuels (data warehouse for uploading fuel compliance data and workspace containing key backend files and connectivity)
- OTAQReg (company, facility, and user registration system)
- EPA Moderated Transaction System (EMTS, a web application and database for tracking RINs).
- Fuel and Fuel Additives Registration System (FFARS or RP79, collects and stores 40 CFR Part 79 reporting information. The Compliance Division posts certain of these data on EPA’s website.

- OTAQ Regulatory Intelligence reporting system (also called “Data Analysis Reporting Tool” or DART for sharing fuels program data with program staff and external stakeholders)
- Remote Data Manager (RDM) housed in the DCFuels workspace (a tool that extracts, transforms, and loads any data submitted to EPA regardless of the platform or software used)

## **II. CONTRACT LEVEL STATEMENT OF WORK REFERENCE**

The tasks to be performed under this work assignment are consistent with the work authorized in sections C and D of the contract performance work statement.

## **III TASKS**

Any development/enhancement of fuel program databases must adhere to data standards detailed in the Data Standards and Environmental Data Registry (EDR) (<http://www.epa.gov/edr>).

The contractor shall comply with the system security plans and IT systems rules of behavior established by the Agency and implemented by CD during the performance of any task under this WA. The current IT systems rules of behavior is titled “Rules of Behavior for Remote Users of the Fuel Reporting System”. The current rules of behavior are subject to update at anytime. Additionally, EPA may require all users of its information systems to complete additional training (e.g., annual IT security awareness training). The security plans are internal and confidential Agency documents due to their sensitive nature and may not be circulated outside the Agency. The key features of the security plans are that all users (EPA and contractors) must maintain good security practices; must notify the WA COR of any security incidents immediately; must protect passwords, government issued ID cards, and access cards; and must behave in an ethical and trustworthy manner, avoiding any appearance of impropriety. The contractor personnel must receive, review and acknowledge their receipt and review of, and must comply with the general EPA guidance document entitled “Standards of Behavior for the Security of Information Resources”. They must also participate in security-related meetings as required by the WA COR in accordance with EPA policy. More information can be found at <http://intranet.epa.gov/oei/saiso/Library.html>.

The contractor shall comply with agency personal identity verification procedures identified in individual orders that implement Homeland Security Presidential Directives-12 (HSPD-12) (available at <http://www.dhs.gov/homeland-security-presidential-directive-12>); OMB guidance M-05-24; Federal Information Processing Standards Publication (FIPS PUB) number 201 (available at <http://nvlpubs.nist.gov/nistpubs/FIPS/NIST.FIPS.201-2.pdf>).

The contractors must sign the “Project Employee Confidentiality Agreement” as required by this WA and must submit to background investigation consistent with Agency policy. The current form for background investigations is the “Questionnaire for Public Trust Positions” – Office of Personnel Management (OPM) Standard Form 85P. All contractors who handle fuel program systems and EPA business confidential information must satisfactorily fill out this questionnaire, and must submit fingerprint cards and submit to a credit check as required by current EPA policy

governing persons with access to business confidential data. The contractor who handles business confidential information must have active HSPD-12 public trust clearance.

The contractor shall complete the following tasks using the deliverable schedules in section V.

The contractor shall work with the fuel program team, EPA stakeholders, other government organizations, EPA CDX team, National Computer Center (NCC) staff, and other contractors to complete all the tasks.

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### **Task 1: Project Management**

The contractor shall have quarterly planning meetings and weekly management meetings with EPA WA COR to report progress, discuss issues, coordinate tasks schedule and set priorities, and review deliverables. The contractor shall setup an initial kickoff meeting within two weeks of starting this WA to discuss EPA priorities and to work out an initial draft schedule of WA's projects, tasks and deliverables for the performance period. The contractor shall deliver an initial WA project plan (using Microsoft Project format) to prioritize and manage WA's tasks, deliverables, timeline, and implementation and support activities after the kickoff meeting. The contractor shall update the WA project plan after quarterly planning meetings.

The contractor shall assist project management needs including information posting on the web, webinar meeting, stakeholder conference, and coordinating with Fuels Compliance Policy Center and other EPA contractors. Examples of coordinating with other contractors includes:

- Working with the NCC for system, application and database administration tasks
- IT security
- User management
- Database management
- Extract, Transform, and Load (ETL process) and other data migration tasks
- CDX help desk
- Synchronizing IT releases with other fuel compliance information systems (i.e., DCFuels and OTAQReg)
- Integrating data within the fuel program and with other OTAQ and EPA systems

### **Task 2: DART Development and Maintenance**

The contractor shall create data reporting tools through various platforms and methods such as queries and views, exporting data, and data warehousing to generate data reports using OTAQ program data including 40 CFR Part 79 and Part 80 fuel program data, EMTS data, and other transportation related data. The platforms chosen shall be recommended by the contractor and approved by the EPA WA COR (via written technical direction) and shall fulfill the business need of securely and efficiently managing, integrating, and reporting regulatory data to

stakeholders. The contractor shall provide support for data analysis and outreach reports such as EMTS quarterly and annual reports. The contractor shall coordinate and enable the integration of the 40 CFR Part 79 and Part 80 compliance data including EMTS data, DCFuels database, OTAQReg submission data, RP79 compliance data, and other OTAQ databases for creating data reporting tools.

The contractor shall compile and maintain a list of future data reporting tool new functions. EPA will set development priority on the list of new reporting tool functions. The contractor shall develop the new functions based on the prioritized list. The contractor shall obtain the WA COR's approval before commencing any new data reporting function work.

The contractor shall develop and maintain capability in appropriate fuel program IT data systems to accept and process reports submitted to standardize encoded documents such as Extensible Markup Language (XML). Examples of Fuels IT systems requiring this capability include but not limited to RDM, RP79, and Fuels Data Submission System (FDSS).

The contractor shall also assist EPA on building a data reporting management dashboard for fuel program. This interactive dashboard includes user-directed relational query, ad hoc access to raw data from different databases, xml or web service sources, and interactive data reports using charts, pivot tables, maps, etc. The contractor shall assist EPA on collecting fuel program data requirements, piloting new dashboard technologies, and improving the dashboard. The contractor shall continue to maintain current and design additional interactive data tables, charts, and graphs related to EPA's fuel Program on the EPA website. The contractor shall update all existing and any newly added interactive tables, charts, and graphs directed by the WA COR, via written technical direction.

The contractor shall follow the system development life cycle process including steps such as development, implementation, deployment, testing, training, and documentation when developing data reporting tools. The contractor shall develop project plan and obtain WA COR's approval, via written technical direction, before implementing the project.

#### **IV WA REPORTING**

##### **End of WA Period Status Report**

At the end of the WA period of performance, the contractor shall provide a status report, either as one of the monthly contract invoice reports or as a separate report that breaks out costs by task.

#### **V DELIVERY SCHEDULE AND MILESTONES**

The Contractor shall complete deliverables in accordance with the schedule below.

<u>Task</u>	<u>Milestone/Deliverable</u>	<u>Date</u>
1	Work assignment management meetings and meeting notes	Weekly



1	Kickoff meeting	Two weeks from the WA start date
1	Initial WA project plan	1 week after the kickoff meeting
1	Quarterly planning meeting	Quarterly and as needed via written technical direction
1	Update WA project plan	Quarterly and as needed via written technical direction
2	Update new function list	Quarterly and as needed via written technical direction
2	New function updates	as needed via written technical direction
2	Implement new updates at NCC	as needed via written technical direction
2	Deliver system and application code with all the documented changes	10 days before the end of this WA
2	Update Fuels program system and operations manual	After each system updates

## **VI DISTRIBUTION AND FORMAT OF DELIVERABLES**

All deliverables, including status reports between the contractor and the Government, shall be delivered as follows:

One copy in electronic format to the WA COR

The following applies to all tasks under this effort unless otherwise specified by the WA COR during the performance of that task.

The contractor shall deliver all draft, and final reports, briefing materials and minutes, data sets, etc. in electronic format (HTML, Visio, Microsoft Word, SQL, Acrobat, etc. as appropriate) via a delivery service or electronic mail.

### **Inspection and Acceptance Criteria**

The WA COR will review deliverables for technical content, completeness, and grammar. Final inspection, testing and acceptance of all reports, code, and other deliverables will be performed and coordinated by the WA COR.

Work Assignment Form. (WebForms v1.0)

### **Performance Work Statement**

**Title:** Fuels Compliance Policy Center – Registration, Compliance Assistance and Assurance, and Policy Support

**Contractor and Contract Number:** EP-C-16-012

**Work Assignment Number:** 0-25

**Work Assignment COR (WA COR):** Staci Gatica  
2000 Traverwood Drive  
Ann Arbor, MI 48105  
Phone: 734-214-4300  
Fax: 734-214-4869

**Alternate WA COR:** Madison Le  
1200 Pennsylvania Ave, NW  
Washington, DC 20460  
Phone: 202-564-5754  
Fax: 202-564-1686  
Email: le.madison@epa.gov

**Contract Level COR (CL COR):** Greg Piotrowski  
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Ann Arbor, MI 48105  
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Email: Piotrowski.greg@epa.gov

## **I. BACKGROUND**

The Office of Transportation and Air Quality (OTAQ), Compliance Division (CD), Fuels Compliance Policy Center (FCPC) is responsible for implementing and overseeing the EPA's national clean fuel programs, including the renewable fuel standard (RFS), ultra-low-sulfur diesel fuel and gasoline (including the new Tier 3 program), mobile source air toxics (gasoline benzene) and reformulated gasoline programs. Implementation and compliance assistance and assurance activities include, but are not limited to, the registration of fuels and fuel additive (F/FA) products before their introduction into commerce, registration of companies and facilities that produce, import and

export fuels, including renewable fuels, and analysis of registration/reporting data in support of various other programs.

The FCPC is also responsible for developing and applying creative, innovative methods for implementing and overseeing EPA's fuel programs. Such activities include, but are not limited to:

- Developing new strategies to integrate the implementation and oversight of legacy (gasoline, diesel fuel) and the RFS programs in ways that optimize their efficiency and effectiveness;
- Identifying critical process and policy improvements, within the fuel programs Monitoring emerging technologies and opportunities within the fuels program
- Developing a plan for evaluating fuels programmatic data, assessing the effectiveness of fuels programs, and communicating findings through program compliance and performance reports;
- Developing a plan to expand the use of statistically valid surveys to reinforce/augment data collections and improve program compliance to achieve policy goals; and
- Enhancing fuel programs' oversight through collaboration with other agencies and leveraging each other's authorities and expertise to achieve common policy goals.

Collectively these programs are hereinafter referred to as FCPC programs. A key component of the FCPC is effective communication to internal and external stakeholders to ensure proper implementation of and compliance with regulated programs and effective use and evaluation of data to inform emerging policy and regulatory development. This is accomplished by sharing information through a variety of means including, but not limited to, websites, support desk and helpline, webinars, social media, compliance and program performance reports and ready access to subject matter experts via telephone, emails/request tracker and in-person meetings, as needed.

The purpose of this work assignment (WA) is to obtain contractor support on program implementation and compliance assistance activities, and new activities to support the development and application of creative, innovative solutions to enhance evaluation and oversight of EPA's clean fuel programs.

## **II. CONTRACT LEVEL PERFORMANCE WORK STATEMENT**

The tasks to be performed under this work assignment are consistent with the work authorized in sections A, B, C, D, E and F.

## **III TASKS**

The tasks of this WA maintain and support the existing FCPC support line, registration tracking activities and processes, and compliance data analysis. The tasks also support EPA efforts to communicate policy and compliance information both internally to our sister divisions and externally to our outside stakeholders.

The contractor shall assist the FCPC team and work with the following groups, as necessary, to complete the tasks outlined in this document: EPA Central Data Exchange (CDX) team, National Computer Center (NCC) staff, other EPA offices, and other EPA contractors to complete the following tasks.

When interacting with the regulated community, contractor personnel shall follow EPA security requirements and procedures at all times and identify themselves as contractors for the EPA.

### **Task 1: Project Management**

The contractor shall have weekly management meetings with the EPA WA COR to report progress, discuss issues, coordinate tasks schedule and set priorities, and review deliverables. The contractor shall assist FCPC registration, data, and information management needs including: information posting on the web, webinar meetings, stakeholder conference logistics, and coordinating with other EPA contractors for development, administration, and maintenance tasks related to FCPC existing implementation and compliance assistance activities., and new activities to support the development and application of creative, innovative solutions to enhance evaluation and oversight of EPA's clean fuel programs.

### **Task 2: Fuels Compliance Policy Center Programs Registration Processing**

The contractor shall provide operational and analytical support to manage the registration-related data received by regulated parties under FCPC programs and other OTAQ programs. The contractor shall assist with the work related to the FCPC activities including coordination with EPA's Clean Fuel Programs data system updates (e.g., OTAQReg, DCFUELS, and EMTS) when necessary, and will maintain expertise in using fuels data systems. The contractor shall perform the following:

- Review the chemical composition of fuel and additive registrations received to assist EPA in determining regulatory compliance.
- Perform detailed technical audits of fuel and fuel additive related documents and test reports (for example: Tier 1 emission testing and literature review, detergent performance testing, fuel and fuel additive manufacturing processes, etc) to ensure completeness and regulatory compliance.
- Enter data manually into the Fuels Program electronic data systems, as needed.
- Maintain records, using various formats and media, to facilitate ready access by users.
- Follow the EPA records management process (<http://www.epa.gov/records/policy/>) to store and archive copies of FCPC program information submissions (including data and registrations) in a secure (CBI) storage space.
- Use the EPA databases (APEX Mail Log, Request Tracker, CDX, MS Access activation queue, etc.) to log and track stakeholder registration requests.

- Recommend, develop and manage other tracking tools to improve internal communication and management of registration materials, program-related frequently asked questions (FAQs), and other inquiries from internal and external stakeholders.
- Analyze information submissions from regulated parties for accuracy and resolve registration information inconsistencies. This might include collaboration and coordination with other contractors supporting the Fuels Compliance Centers and related databases.
- Based on interaction with fuels stakeholders, develop proven responses for established registration processes and recurring registration issues.
- Assist in preparing EPA registration approval letters (electronic & hard copy) and other related FCPC programs correspondence.
- Answer questions from regulated parties concerning the registration process which is unique to each fuels program.
- Determine company manufacturing activity and assist in terminating registration of companies no longer active in the manufacture or marketing of fuel/fuel additive products.
- Assist in addressing registration requests, including, new company requests, company updates, user updates, and termination requests.
- Consolidate company product and registration data when companies merge.
- Assist EPA on assigning company and facility ID numbers.
- The contractor shall work collaboratively with both FPCP and FCC-IT to meet the office goals related to Part 79 to help bridge policy and IT issues.

### **Task 3: Maintain Program Support Line and Tracking System**

The contractor shall maintain the existing FCPC program support line and request/data tracking system (including DCFUELS, and OTAQReg registration submission records). The FCPC program support line telephone and e-mail service shall be open to end users each federal business day; at all other times, calls shall be taken by voice mail and retrieved at the start of the next support line service shift. The federal business day shift shall include, at minimum, the core business hours of 9:00 am to 4:00 pm (Eastern Time Zone).

All calls shall be answered with the contractor identifying him/herself as CSRA employee. This identification shall also be stated on the system's voice mail and any email activity, including e-mail signatures. The contractor shall continue to provide a support line central phone number and email address. All support line action requests and trouble reports shall be recorded in a manner which will allow trend analysis via the request tracking system. This request tracking system shall be hosted at the EPA NCC.

The contractor shall attempt to resolve reported requests immediately upon receipt. Emergency requests shall be responded to with a call back status to the user within the same day. All other calls shall be responded to with a call back or email to the user within three business days. Requests shall be addressed in order of receipt and assigned to support staff for resolution. In all

cases, the contractor shall create the request ticket, resolve the problem, and, as necessary, contact the the WA COR in the Compliance Division and/or other parts of OTAQ for final resolution.

The FCPC program support line services include the tracking and providing of factual answers and responses to user requests. The contractor shall use the following process when handling user requests.

- Answer internal EPA phone numbers (such as 202-343-xxxx, 202-564-xxxx, or 734-214-xxxx) as the priority call
- Always be courteous and respectful to customers
- Solve problems over the phone and through email
- Provide suggested solutions when reporting any system issues to EPA system managers
- Follow up and communicate with the CDX and other contractors until the request is resolved.

The contractor shall have primary responsibility for maintaining and updating the request tracking system, and contacting users with an update status or resolution of all reported issues.

The contractor shall review both the support line's daily voice mail requests and daily electronic communications. Upon receipt, all requests shall be entered in the existing FCPC program request tracking system for analysis and/or immediate resolution. Actions, comments, and solutions for these requests shall also be tracked in this tracking system. All transactions shall be time and date stamped. The tracking system shall be accessible by EPA and editable upon request. Those components of the tracking system identified as crucial for trend analysis shall be exportable to an Oracle environment. The data shall be tracked by type of call (CDX, RFS, etc.), requestor, manufacturer, industry; and if EPA by AA-ship, office, and division. All information submitted to the tracking system shall be reported timely and accurately as information is collected.

The contractor shall follow the EPA approved guidelines for handling support line requests including regulatory questions or confidential business information (CBI) issues. The contractor shall follow these guidelines when working with EPA staff to resolve user requests. The guidelines will also include the procedures for handling programmatic calls to the support line. The contractor shall obtain approval from the WA COR for assisting with any regulatory and CBI related request. Examples of regulatory and CBI requests include:

- Requests to change data in the database, e.g., data transactions, invalidating accounts, registration questions, resubmission questions, etc.
- Deciphering error messages/troubleshooting regulatory and CBI-related problems.
- Performing data queries for special reports.

The contractor shall provide a support line biweekly report on the number of calls, types of problems, amount time for resolution, the related industry and compliance module, and resolution.

The contractor shall track other OTAQ programs such as Marine/ECA program, Diesel and Gasoline Engine program, and EPA compliance programs' user requests using the same processes as described above: maintaining and updating tracking system, addressing issues and questions raised by users, and using the EPA approved guidelines and process for handling user requests. The contractor shall create separate tracking system and support line reports based on individual program needs.

The contractor shall help update the FAQ database and will apply and include analysis of received support line questions. The contractor shall generate weekly support line reports on all the request information received using the report format provided by WA COR. In addition, the contractor shall review the support line report and identify functions or problems that need correction in future DCFUELS, OTAQReg, and other OTAQ program development.

#### **Task 4: Outreach Assistance and User Training**

The contractor shall provide and improve Fuels Compliance outreach materials to stakeholders using web pages, social media, guidance documents, FAQs, webinars, reports, among other outreach activities and materials. The contractor shall also provide support for OTAQ events and outreach activities and tasks for new regulatory requirements (e.g., Tier 3 gasoline sulfur program, RFS-related rulemakings and regulatory technical amendments) and new activities that enhance program evaluation and oversight. The contractor shall provide services for five (5) half-day public workshops, six (6) one hour internal system demonstrations, and ten (10) web page designs. The contractor shall assist in the following areas:

- Use Google Analytics to evaluate the new Drupal CMS web area
- Provide registration, technical and logistical support for public workshops related to OTAQ Fuels Compliance Division programs
- Assist with development of outreach materials for public distribution
- Provide data related to Tasks 2 and 3 to inform EPA internal discussions and development of presentation and handout materials
- Take meeting notes at workshops and meetings
- Provide input for FAQ development and documentation
- Provide audio and closed captioning for Fuels Compliance Division presentations developed for posting on the web site
- Provide technical training for EPA system administrators

#### **Task 5            Program Compliance Analysis, Oversight Enhancement and Program Compliance and Performance Reports**



Under this task the contractor shall support EPA's efforts to:

- Assess compliance with regulations and programmatic requirements under OTAQ programs, especially the Fuels programs and registration requirements;
- Develop audit plans and methodologies for recurring compliance issues that arise with OTAQ programs, such as with the Fuels Compliance Policy Center support line;
- Analyze OTAQ program data and other data to support program oversight and program evaluation;
- Conduct statistical evaluations of OTAQ program data and other data, as needed; and
- Develop compliance evaluation and performance reports to communicate findings.

#### **IV WORK ASSIGNMENT REPORTING**

##### **End of WA Period of Performance Status Report**

At the end of the WA period of performance, the contractor shall provide a status report, either as one of the monthly reports described above or as a separate report that breaks out costs by task.

#### **V DELIVERY SCHEDULE AND MILESTONES TBD**

The Contractor shall complete deliverables in accordance with the schedule below.

<u>Task</u>	<u>Milestone/Deliverable</u>	<u>Date</u>
1	Work assignment management meetings	Weekly
2	Registration and Queue Updates	Bi-weekly
2	Develop Red Flag Approach to Address Queue Backlog	Within 2 weeks of WA COR request
3	Fuels Compliance program support line reports	Bi-weekly
4	Routine Web Updates	Within 48 hours of request by WA COR
4	Training and outreach plan with tasks and deadlines	As needed by WA COR; Within 5 business days of WA COR request
5	Program Evaluation Support	As needed by WA COR – Within 10 business days of WA COR request

## **VI DISTRIBUTION AND FORMAT OF DELIVERABLES**

### **General Criteria**

All deliverables, including status reports between the contractor and the Government, shall include one copy in electronic format to the WA COR.

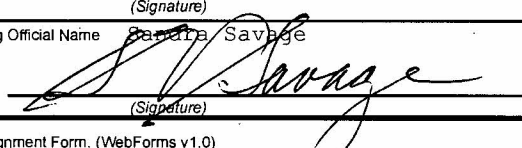
The following applies to all tasks under this effort unless otherwise specified by the WA COR during the performance of that task.

The contractor shall deliver all draft, and final reports, briefing materials and minutes, data sets, etc. in electronic format (HTML, Visio, Microsoft Word, Acrobat, etc. as appropriate) via a delivery service or electronic mail.

The contractor shall submit a Letter of Transmittal with each deliverable, unless otherwise noted, which includes, at a minimum: the task/deliverable identified, type (draft or final), due date, submission date, deliverable name, and name of the WA COR.

### **Inspection and Acceptance Criteria**

The WA COR will review deliverables for technical content, completeness, and grammar. Final inspection, testing and acceptance of all reports, code, and other deliverables will be performed by the WA COR.

<b>EPA</b> United States Environmental Protection Agency Washington, DC 20460 <b>Work Assignment</b>		Work Assignment Number 0-26 <input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:								
Contract Number EP-C-16-012		Contract Period 07/01/2016 To 06/30/2017 Base <input checked="" type="checkbox"/> Option Period Number								
Contractor SRA INTERNATIONAL, INC.		Title of Work Assignment/SF Site Name DRIVER								
Specify Section and paragraph of Contract SOW Section D										
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval		Period of Performance From 10/11/2016 To 06/30/2017								
Comments:										
<input type="checkbox"/> Superfund		Accounting and Appropriations Data								
		<input checked="" type="checkbox"/> Non-Superfund								
SFO (Max 2) <input type="checkbox"/>		Note: To report additional accounting and appropriations data use EPA Form 1900-69A.								
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:		LOE:						
07/01/2016 To 06/30/2017										
This Action:										
Total:										
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:		Cost/Fee		LOE:						
Cumulative Approved:		Cost/Fee		LOE:						
Work Assignment Manager Name Jeffra Rockwell							Branch/Mail Code:			
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10/4/16

## PERFORMANCE WORK STATEMENT

**Title:** *Database for Reporting Innovative Vehicle Emissions Reductions (DRIVER)*

**Contractor:** CSRA  
**Contract Number:** EP-C-16-012  
**Work Assignment Number:** WA 0-26  
**Period of Performance** Issuance - June 30, 2017

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### I. BACKGROUND

#### **A. DERA (Clean Diesel program and funding)**

As part of the *Energy Policy Act of 2005*, Congress authorized the *Diesel Emission Reduction Act* (DERA) for fiscal years 2007 through 2011. Per the Act, EPA was directed to use 70% of the funding to create grant and loan programs, which was done via national competitive grants, Emerging Technology grants and SmartWay loans. 30% of the funding was to be allocated to the states (including some territories) for their clean diesel grant and loan programs.

Congress began annual appropriations to fund DERA in 2008. As part of the *American Recovery and Reinvestment Act of 2009* (ARRA), EPA also received \$300M to be spent under the DERA program guidelines. DERA was re-authorized for fiscal years 2012 through 2016 in January

2011 and new funding mechanisms, such as rebates, were allowed. EPA also began offering grants specifically to Ports and Tribal nations.

**B. DRIVER** (Clean Diesel database of projects, funding and emission savings)

DERA legislation requires EPA to submit biennial reports to Congress evaluating the DERA program and providing specific information about applications, grants, rebates, estimated and actual air quality benefits, cost effectiveness, etc.

In addition, ARRA (2009) included requirements for reporting using a database that could exchange information with other EPA systems. In 2010, *Diesel Emission Analysis & Performance Assessment Resource* (DEAPER) was quickly created using EPA's *Working Capital Fund* (WCF) staff and based on an earlier Filemaker database that had been used to track pilot clean diesel projects and funding.

Initially DEAPER, now call DRIVER, tracked only 'Projects' funded by DERA grants. It was enhanced around 2011 to track grant 'Applications' and then around 2012 to track 'Rebates'. At some point the ability (though clunky) to upload *Diesel Emission Quantifier* (DEQ) results was added. DRIVER currently has nothing specifically designed to track state allocations.

DRIVER users are all internal to EPA (with the exception of EPA contractors). They are located at EPA Headquarters (split between Washington DC and Ann Arbor, MI) and at 10 Regional EPA offices across the country. There are roughly 15-25 users and they may change from year to year. Data entry and reporting tend to follow the annual grant and rebate cycles, so users enter data and/or report about once a year.

Current volume of DRIVER data –

1. Projects (awarded grants) from 2008 to 2016 - 750 records
2. Applications (for grants) from 2011 to 2016 - 600 records (including awarded grants)
3. Rebates from 2012 to 2016 - 2100 records (including applicants and awarded rebates)
4. Vehicle records from 2008 to 2016 - 4500 records (separated by 'estimate' and 'actual')

**C. Overall Requirements for Improvements to DRIVER**

EPA requires the following:

1. The use of best practices in the design and development of data collection, organization and reporting where ever possible and whenever cost-effective.
2. A simple, cost-effective solution for data collection, organization and reporting. The quantity of data is small and reporting requirements are fairly straightforward. A Cadillac is not needed - something more basic will meet EPA's needs.

3. Easy-to-use interfaces for data input and reporting. Users interact with the system infrequently and the user pool changes from year to year. Data input and reporting should be fairly intuitive and not require a lot of training.
4. A consistent look and feel between the input and reporting sides. DRIVER currently uses 2 applications - APEX for data entry and OBI for reporting. These very different user interfaces create unnecessary difficulty for the user.
5. Reports that are accurate, complete and consistent. The reporting function should allow, among other things,
  - (a) combination of Grant, Rebate, State and Vehicle data, as desired
  - (b) separation of emission reduction estimates at time of award and project completion
  - (c) standard reports showing drawdowns, year by year data, report to congress details
  - (d) exception reports showing changes to funding amounts and cancellations
  - (e) ad hoc reports
6. Ability for EPA to make changes to default values and to entries in drop down menus.

#### **D. For more background information**

Reports to Congress <https://www.epa.gov/cleandiesel/clean-diesel-reports-congress>  
DERA program & funding <https://www.epa.gov/cleandiesel/learn-about-clean-diesel> 2nd tab  
National & Ports Projects <https://www.epa.gov/cleandiesel/clean-diesel-national-grants>  
Tribal Projects <https://www.epa.gov/cleandiesel/clean-diesel-tribal-grants>  
Rebates <https://www.epa.gov/cleandiesel/clean-diesel-rebates>  
State Allocations <https://www.epa.gov/cleandiesel/clean-diesel-state-allocations>

## **II. CONTRACT LEVEL STATEMENT OF WORK REFERENCE**

The tasks to be performed under this work assignment are consistent with the work authorized in section D of the contract Performance Work Statement.

## **III. TASKS**

### **A. Task 1: Provide Project Management**

1. The contractor shall provide monthly status reports that break out hours and costs by WA tasks. The contractor shall submit these reports by the **20th of the following month**.
2. The contractor shall participate in meetings, bi-weekly or as determined by the WA COR.
3. The contractor shall prepare and submit draft meeting notes to the WA COR for review and comments **within 3 days of the meeting**.

## **B. Task 2: Evaluate DRIVER as it currently exists**

The contractor shall evaluate the data input, organization and reporting functions in DRIVER as it currently exists. As part of this task, the contractor shall, in conjunction with the WA COR, develop the following:

1. *Statement of Issues* identifying limitations and deficiencies with the current system of data input, organization and reporting.
2. *Statement of Vision* identifying what the new system should look like and how it should function. Possible enhancements to the system within the next 5 years should be identified and include things like:
  - (a) expanded interface with Integrated Grants Management System (IGMS)
  - (b) improved interface with DEQ
  - (c) new interface for Rebate applications
  - (d) new interface for regular grantee reporting (incl fleet description spreadsheet)
  - (e) increased data requirements (such as the VW settlement)
  - (f) increased number of users
  - (g) public access for data input
3. Formal requirements of the system including functionality, interfaces with other systems, number of users, hosting, backups, etc.

## **C. Task 3: Propose options for improving and/or replacing all or part of DRIVER**

The contractor shall propose options for improving and/or replacing the data input, organization and reporting functions provided by DRIVER along with the pros and cons of each option. These options shall be submitted in writing and include the sequencing of tasks, a roadmap for meeting the formal requirements, and information for migrating the improvements to DRIVER.

The WA COR will provide written technical direction regarding the options to be implemented.

## **D. Task 4: Implement improvements to DRIVER**

The contractor shall, in conjunction with the WA COR, establish a schedule of tasks with intermediate check points necessary to implement the improvements to DRIVER. The Contractor shall test all changes to DRIVER prior to notifying the WA COR that the changes are ready for review. Contractor shall document all changes. The contractor shall work with NCC to implement all changes that have been approved by the WA COR.

The WA COR will review and accept changes prior to implementation.

## **E. Task 5: Provide technical support for DRIVER**

The contractor shall provide technical support for DRIVER and DRIVER users, resolving problems

related to data input, organization and reporting functions.

#### **IV. DELIVERY SCHEDULE AND MILESTONES**

The Contractor shall complete deliverables in accordance with the schedule below.

<u>Task</u>	<u>Milestone/Deliverable</u>	<u>Date</u>
1a	<b>Provide Monthly Status Reports</b>	By 20th of following month
1b	<b>Participate in Meetings</b>	Bi-weekly or as determined by WA COR
1c	<b>Provide Draft Meeting Notes</b>	Within 3 days of meetings
2	<b>Evaluate DRIVER</b>	As agreed to by WA COR and contractor
3	<b>Propose Options to Improve DRIVER</b>	As agreed to by WA COR and contractor
4	<b>Implement Improvements to DRIVER</b>	As agreed to by WA COR and contractor
5	<b>Provide Technical Support</b>	As agreed to by WA COR and contractor

#### **V. DISTRIBUTION AND FORMAT OF DELIVERABLES**

The contractor shall deliver status reports and meeting notes to the WA COR in electronic format with a Letter/Email of Transmittal. The WA COR will review deliverables for content, correctness, completeness, and clarity.